

# Instructions for the Hands-on Demo & Art Gallery at WHC'07

## Presentation Schedule

The rooms of the Hands-on Demo & Art Gallery will be open throughout the conference, and participants may present their work for the entire duration. There are two sessions as follows:

Day 2                    15:00–16:30

Day 3                    13:30–15:00

These are the sessions for Poster Papers, Hands-on Demos and Art Gallery. The interviews for the “Hands-on Demo Award” will also be conducted during these sessions. Therefore, the presenters of Hands-on Demos are requested to be near their exhibits during these sessions.

The participants who are presenting both Poster Papers and Hands-on Demos are requested not to worry. The interview is conducted on the day other than that of the Poster Paper presentation (i.e., if a participant’s Poster Paper presentation is on Day 2, his/her interview for the Hands-on Demo will be scheduled on Day 3, and vice versa).

Presenters of Art Gallery are NOT requested to be present near their exhibits during the sessions, as they will not be interviewed. However, we would like to assure these presenters that many people will gather around their exhibits during the sessions.

## Shipping

### Bringing the exhibits

As we have mentioned in the application form, the participants are strongly recommended to bring in their own exhibits by hand. If the exhibits require to be shipped in advance, please follow the guidelines below.

- Please ship to  
Tsukuba International Congress Center  
2-20-3 Takezono Tsukuba Ibaraki 305-0032, Japan
- Please set the scheduled time of arrival between 3/19–3/21.
- For the purpose of sorting and storage, please attach the “WORLD HAPTICS CONFERENCE” tag and exhibit’s name and number (HOD# or Art# on the web program) to the package.
- Note that the depository is not patrolled. Please do not put valuables.

Tsukuba International Congress Center: <http://www.epochal.or.jp/english/index.html>

### Removing the exhibits

The assembly service is periodically performed by Nippon Express; this is done every evening (18:00). Please note that it is solely a domestic service. Since we have not booked an official transportation

company for overseas transportation, we request each participant to personally arrange for removing his/her exhibit.

Nippon Express: [http://www.nittsu.co.jp/english/e\\_index.htm](http://www.nittsu.co.jp/english/e_index.htm)

### **Schedule**

- 3/19–3/21: Scheduled time of arrival of postal luggage (if any)
- 3/20: Partition and power cable setup by the conference center
- 3/21: 9:00-21:00 Setup (If the demo requires a long duration for setting it up)
- 3/22–24: Exhibit. The room will be open throughout the conference.
- 3/24: 15:00– Removing the exhibits.

### **Working pass**

Since the setting up and the presentation of exhibits may require manpower, we will give simple nametags (working passes) for each exhibit. Please give the session chair in advance the list of names for the nametags. Please note that this working pass is valid only in the exhibit room. Participants who wish to view the oral sessions are requested to register. The deadline for the working pass list submission is 3/9 (Fri).

In case of any queries, please contact the session chair Hiroyuki Kajimoto ([kajimoto@hc.uec.ac.jp](mailto:kajimoto@hc.uec.ac.jp)).