

RISC-V Days Tokyo 2021 Spring

Sponsor Guide

RISC-V Alliance Japan

rev. 2021-2-18

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Thank you for your sponsorship of RISC-V Days Tokyo. This document provides important timelines to make presentations and other events run smoothly, in addition to attract attendees by disclosing information about sponsors in advance. For details on presentations and rehearsal procedures, please refer to the separate documents. Please be aware that the information you provide may be made public on the Internet before and after the conference. We ask for your cooperation in meeting the deadlines for submission of presentation information and other materials to ensure the smooth running of the conference.

1. Important Timelines

1.1 Presentation

Items to Submit

Deadline	Items	Submission Method
3/19 (Fri)	Presentation Title	Please fill the form shared as a shared-editable document
	Speaker Name, Affiliation, Position (English/Japanese)	
4/2 (Fri)	Introduction to the company or organization 50 words in English 100 characters in Japanese	
	Speaker Biography 50 words in English 100 characters in Japanese	
	Speaker's photo (square)	
	Speaker's contact information	
4/9 (Fri)	Presentation Outline 50 words in English 100 characters in Japanese	
4/23 (Fri)	Final Presentation PDF	Please send it to yasuyuki.saito@swhwc.com

The information you provide above will be posted on the conference web portal.

Please refer to the following examples:

<http://riscv-association.jp/riscv-day-tokyo-2020#DAY1>

<http://riscv-association.jp/riscv-day-tokyo-2020/presenter-bios>

Rehearsal

Date	Item	Scheduling Method
4/5 ~ 4/9	Presentation Rehearsal Scheduling	TBD (will inform later)
4/12 ~ 4/16	Presentation Rehearsal	—
4/22 ~ 23	The day of the event	—

A separate document will be sent to you with details on how to rehearse and conduct your presentation.

1.2 Virtual Demo Booth

Items to Submit

Deadline	Items	Submission Method
3/19 (Fri)	Demo Title	Please fill the form shared as a shared-editable document
	Demonstrator Name, Affiliation, Position (English/Japanese)	
4/2 (Fri)	Introduction to the company or organization 50 words in English 200 characters in Japanese	
	Demonstrator Biography 50 words in English 200 characters in Japanese	
	Demonstrator's photo (square)	
4/9 (Fri)	Description Image for the Demo Web Portal	
	Description of the Demo 100 words in English 400 characters in Japanese	
	Demonstration Time (例 : 10:00~16:00)	
	Email Address for receiving private messages	
	URL to the Live Demo (assumes use of Zoom or other video-conf system)	
	URL to promotional demo introduction video (a URL to Youtube, etc.)	
Promotional Demo Introduction PDF (a URL to the PDF is acceptable)		

The information you provide above will be posted on the conference web portal.

Please refer to the following examples:

<http://riscv-association.jp/riscv-day-tokyo-2020#VDB>

<http://riscv-association.jp/riscv-day-tokyo-2020/virtual-booths-details>

Connection Test

Date	Item	Scheduling Method
4/5 ~ 4/9	Virtual Demo Connection Test Scheduling	TBD (will inform later)
4/12 ~ 4/16	Virtual Demo Connection Test	—
4/22 ~ 23	The day of the event	—

A separate document will be sent to you with details on the connection test.

1.3 Press Conference

Items to Submit

Deadline	Items	Submission Method
4/9 (Fri)	Overview Form (Excel: prescribed form)	Send items to yasuyuki.saito@swhwc.com
	Corporate product introduction video (within 15 seconds)	
	Press materials PDF (2MB or less) Assorted product introduction and presentation	

2. Overall rough schedule for conference preparation (subject to change)

Date	Item	
3/5	Draft schedule release	
3/12	:	
3/19	Deadline #1	
	News Release #2	
3/26	:	
4/2	Deadline #2	
4/5 ~ 4/9	Rehearsal Scheduling	
4/9	Deadline #3	
	News Release #3	

4/12 ~ 4/16	Rehearsal	
4/20	Press Conference	
4/21	⋮	
4/22	DAY 1	
4/23	DAY 2	

Thank you for your contribution to RISC-V Days Tokyo.

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