1 Check and download your conference pass

Receive the email > Open the attendee page > Download your pass > Print on A4

First, look for this email

From: tickets@eveyevents.com
Subject: Conference Pass Information for Label Forum Japan 2026

Email sent after payment is confirmed.

Click "View attendee page" in the email.

For bank transfers, passes are issued after the organizer confirms receipt of payment.

2 Check your details on the attendee page

No changes are needed if the information entered at purchase is still correct.

Pass Information (Registration / Update) Page

1 Check your details

Name, company, department and job title.

2 Change of attendee

Update the required details if another person will attend.

3 Ticket transfer

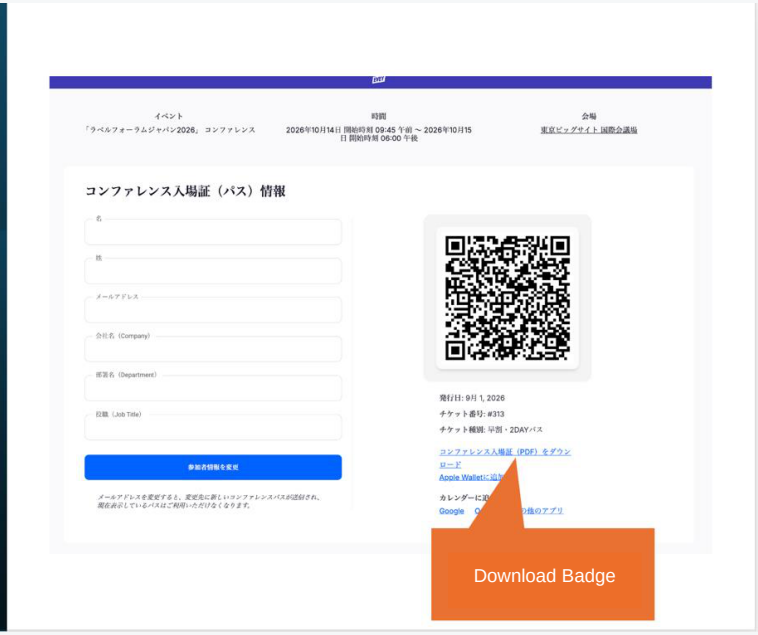
Change the email address only when transferring the ticket to another person.

If the attendee is unchanged, proceed to the next step.

3 Download your conference pass

Bring your pass printed on A4 paper on the day of the event.

Badge Download



Select "Download conference admission pass (PDF)".

Automatic Conference Pass Generation

Print on A4 at 100% scale and bring it with you.

Without a printed pass, you must visit Registration for assistance. Entry may take longer.

4 Getting to the conference venue

Go to the International Conference Room, 7F, Conference Tower, Tokyo Big Sight.

Tokyo Big Sight: venue locations

Conference Tower

7F International Conference Room

8-10 minute walk

West Exhibition Halls

4F West Hall 3

Locations based on the official Tokyo Big Sight floor map.

1F Entrance Hall

Direction signs will be placed beside the escalators.

2F Entrance Hall

Staff with signs will guide you at the entrance. Direction signs will also be placed beside the escalators.

To the 7th floor

Use the elevators on either side of the Entrance Hall or the escalators.

Allow 8-10 minutes to walk between the International Conference Room and West Hall 3.

5 Registration and entry on the day

After arriving on the 7th floor, follow the steps below.

Wed, October 14 Lobby opens 8:45 Hall opens 9:00 Conference starts 9:45

Thu, October 15 Lobby opens 8:45 Hall opens 9:15 Conference starts 10:00

7F Public Open Space

Take an elevator or escalator from the Entrance Hall to 7F.

Pass Holder

Fold your A4 pass into quarters and wear it in a holder around your neck. You may do this after scanning.

QR Scan

Scan your QR code on entry at the QR Check lane.

Attendee Lobby

After scanning, go straight through the doors into the attendee-only lobby.

Conference Room

Once the hall opens, enter as directed by staff.

After scanning, go directly through the doors into the lobby.

If you return to the public open space without entering the lobby, you must scan again to enter. No scan is needed on exit.

6 Lobby facilities

Use the lobby while waiting for the hall to open and for breaks and networking between sessions.

Networking Area

Seating, drinks and snacks are provided. Use this area to relax and meet the speakers.

Simultaneous Interpretation

Presentations are given in Japanese or English. If needed, collect an interpretation receiver and earphones in the lobby.

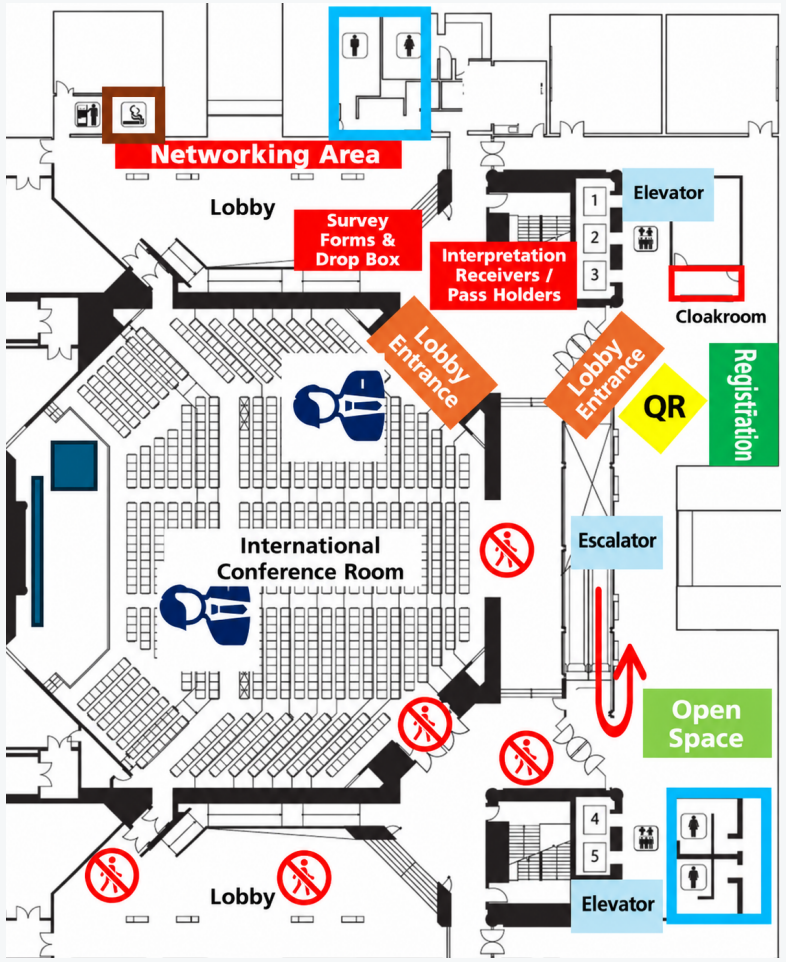
Lobby opens at 8:45 on both days

Do not take interpretation equipment outside the lobby.

Always return it before leaving the lobby.
Collect another set after re-entry if needed.

7 Venue floor map

7F International Conference Room and Lobby: Registration, QR Check, interpretation and surveys



Entry

Open Space > Pass Holder > QR Check > Lobby

Simultaneous Interpretation

Collect equipment at the interpretation desk in the lobby. Return it before leaving the lobby.

Survey

Staff distribute survey forms at the hall entrance. Complete your form at a lobby writing station and put it in the drop box.

Networking

Use the Networking Area in the lobby during breaks.

Follow staff directions and signs at the venue.

8 Seating in the conference hall

Follow staff directions when entering the hall and taking your seat.

Please fill seats from the front center, as directed by staff.

Reserved seats

Some seats are reserved for speakers, the press and other designated attendees. Please do not sit in seats marked "Reserved".

Before taking your seat

The room has theater-style seating. Please use the restroom and attend to other needs before taking your seat whenever possible.

Bags and valuables

Take your valuables with you whenever you leave your seat. You are responsible for your own belongings.

If you arrive during a presentation, follow staff directions and enter and take your seat quietly.

9 Guidelines inside the conference hall

Thank you for helping all attendees enjoy the presentations comfortably.

Food and drinks

No food is allowed. For hydration, drinks are permitted only in containers with securely closing lids, such as PET bottles or personal bottles. Notify staff if you spill a drink.

No recording or photography

Audio recording, photography, video recording and posting on social media are prohibited in the hall, except by the organizer and pre-authorized, registered presenting companies.

Mobile phones

Set mobile phones and smartphones to silent mode during the conference.

Photos outside the conference area

Photography and social media posts are permitted in lobbies and public spaces outside the conference area. Take care not to capture other visitors' faces or personal information.

Photography by the organizer

The organizer will take photos and videos. These may be used in Labelshimbun, on the official event website, and in event reports and publicity.

Please follow staff instructions.

Presenting companies (prior approval / registration)

Authorized filming is permitted at the front of the hall.

10 Questions, business cards and networking

There is no Q&A; time during the scheduled presentations.

Please ask questions and exchange business cards in the lobby during breaks and networking time after sessions.

Speakers before a break

Speakers in the session immediately before a break will move directly to the Networking Area in the lobby after their presentations.

Networking Area

Enjoy drinks and snacks while meeting speakers, exchanging information and making new contacts.

11 Please complete the attendee survey

We welcome your ratings and comments on the sessions you attend.

1 Collect your form

Staff distribute survey forms at the hall entrance in the morning. Those arriving later can also collect a form from staff at the entrance.

2 Complete it as you listen

Use one form for all sessions or separate forms for different sessions. Add ratings and comments whenever convenient.

3 Add comments in the lobby

Writing stations, pens and extra forms are available in the lobby. Forms are also available at Registration.

4 Place it in the drop box

Put completed forms in the survey drop box in the lobby. The name field is optional; anonymous responses are welcome.

One form or several forms are welcome. Even feedback on just a few sessions is greatly appreciated.

12 If you forget your conference pass

If you forget your printed pass, please visit Registration.

Provide any one of the following:

1. **QR code**
2. **Ticket number (the number beginning with #)**
3. **Registered email address**
4. **Your name**

Lookup and reissue take time

We will look up and confirm your registration, then print your conference pass. You may need to wait before entering.

Check the final attendee details

We may be unable to find unclear registration details. Attendee information can be changed after purchase. Check the final name, company and email address before arrival.

For smooth entry, please bring your conference pass printed on A4 paper.