

22nd ITS Symposium 2024

https://www.its-jp.org/katsudou/its_symposium/22nd2024/

Speaker Guidelines for Paper Presentations

Interactive Sessions, which are paper presentation sessions, will be to provide more vibrant face-to-face discussions between speakers and audiences. The sessions consist of Short Presentations followed by Poster Presentations. Below are the guidelines for the speakers to present a paper in the Interactive Sessions.

Timeslot at a glance:

	December 12th	December 13th
	Session 1-A and 1-B	Session 3-A and 3-B
Short Presentation	11:15-12:25	10:45-11:55
Poster Presentation	12:25-13:00	11:55-12:30
	Lunch	Lunch
	Session 2-A and 2-B	Session 4-A and 4-B
Short Presentation	14:00-15:10	13:30-14:40
Poster Presentation	15:10-15:45	14:40-15:15

Materials to be submitted

You are requested to submit two materials, 1) paper and 2) poster for your presentation. These will be posted on the website available for the participants.

1. Paper

For those who have submitted a full paper to the IJIT

- Deadline: Tuesday, November 5th
- Send to Haruko IDE at h-ide@its-jp.org
- Pre-print of the paper submitted to the IJIT
- File type: PDF
- File name: Your presentation number (e.g. 1-A-01.pdf)

For those who have submitted an abstract to the Symposium

- Deadline: Tuesday, November 5th
- Send to Haruko IDE at h-ide@its-jp.org
- Full paper at a maximum of 6 pages, with no page numbers, according to the Paper Format.
- File type: PDF
- File name: Your presentation number (e.g. "1-A-01.pdf")
- Tables and figures shall be embedded into the texts. A coloured article is recommended.
- Mac OS file is not allowed
- For Japanese readers, paper title/authors/abstract written in Japanese should be located at the top of the article, followed by the paper in English.

In human-subjects research, you must respect the dignity and human rights of research subjects, and consider their life, health, and safety. Data and information pertaining to the subjects must be handled appropriately and their privacy must be protected. Informed consent must be obtained from the subjects. In addition, you need to obtain approval from the ethics committee of the institution you belong to before planning and conducting the research.

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2. Posters for presentation

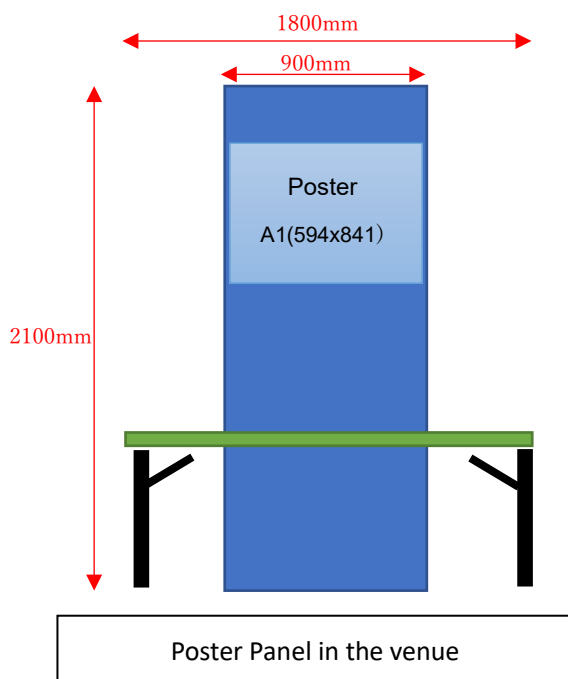
Poster to be posted on the web

You are requested to submit a slide for shotgun presentation. Please embed one-minute presentation audio to brief the content into the slide.

- Deadline: Monday, November 11th
- Send to Haruko IDE at h-ide@its-jp.org
- Slide layout: one-page in Landscape
- File type: PowerPoint Presentation (*.pptx)
- File name: Your presentation number_poster (e.g. "1-A-01_poster.pptx")
- Artificial voices are not allowed.
- Please do not insert video or animation.

Poster for on-site presentation

Please print out an A1-size poster in landscape and bring it to the venue.



Session Structure

The Interactive Sessions consist of two parts, Short Presentation and Poster Presentation.

Short presentation: for speakers to make a one-minute overview explanation, and then a Q&A session with the moderator.

- Please gather at the Room for Short Presentation on the 3rd floor of *KUMAMOTO-JO HALL* 10 minutes before the start.
- Please follow the guidance of the staff and one presenter take the stage.
- Your submitted poster will be projected by the staff. You will have one minute to explain your research to the moderators. Presentation in artificial voice is not allowed.
- Please answer the questions raised from the moderators in the following 3 minutes. You are expected to understand precisely the intent and background of the questions and to answer it concisely and clearly. These question and answers will be open to the general audience.

Poster presentation: for speakers to have interactive face-to-face communication with the audience standing by their poster panels.

- Please move to the area for Poster Presentations on the 2nd floor foyer and present your poster in front of the panels.

Best Poster Award

This award is not to determine superiority, but to highlight research and initiatives that we want to support and make known to as many people as possible. The moderators are listening to try to determine if this presentation is worthy of the award because it is interesting, has impact, or has the potential to make it big even if it is poorly done. We encourage you to carefully prepare your presentation so that you can showcase the best and brightest aspects of your research and efforts.

Selections will be made for short presentations and Q&A for poster presentations. Winners will be announced and awarded at the closing ceremony.

Online Program

The website will be provided to the speakers and participants. You can view/download the submitted materials.

Instruction Session for speakers

A few orientation sessions will be planned late in November. Speakers will receive the announcement later.

Registration

You will be requested to make a registration as a speaker to the Symposium by 11th November 2024. The registration site will be open in the middle of October. After completing a registration, you will receive the ticket and the invoice from ITS Japan. Please transfer the registration fee (Regular JPY 15,000 / Student JPY 8,000) to our bank account. Credit-card payments or cash payments are not available.