

Instructions for Speakers at Poster Session

Note : All of dates and time are shown based on JST(Japan Standard Time).

1. Poster session is scheduled for **Wednesday, June 19, at F-square, AOSSA (7th Floor)**. The session is open to participants from 18:00 to 20:00. You can **start your preparation from 09:00 on June 17 (Mon.)**. Please keep in mind that you must **complete the preparation by 17:00 on June 19**.
2. An area allocated to each poster display is limited to **0.9m (width) by 2.1m (height)** on the mounting panel stand that is assigned to you by your paper number.
3. Your poster display may be a direct printout or a pre-integrated material on a large sheet of paper. Alternatively, you can mount several pages/figures on the panel in a neat and clean fashion. Since participants may visit your poster display while you are absent, your display should be self-explanatory.
4. You must prepare a separate sheet of paper **0.7m (width) by 0.15m (height)** which carries the paper number, the project title, your names and affiliations. This sheet should be put at the top of your poster display.
5. Tools for fixing your display on the panel, such as pins, paste or tape, will be provided at the poster session corner.
6. **Presenters are requested to appear and stand by at the poster session corner at least during 18:00 – 20:00 to explain the poster and answer the questions from the participants.** Presenters are encouraged to bring their own PC/tablets to use other visual sources like movies. Please note that Wifi is available, but power plugs are not provided for presenters in the Room.
7. In addition, all presenters are requested to make **a 30 second presentation using one page slide** on the stage of the Room. Please submit one page slide that summarizes the poster. **Please send the slide file in PDF format to ists2019-paper@convention.co.jp by Monday, June 10, 2019.** On the slide, please **show the poster number** clearly. Presenters are requested to talk in the order of poster number. **The first presentation starts at 18:10. Please come to the stage before your presentation time.**
8. You need to remove your poster display just after the session. Any materials left might be disposed without notice.
9. The best poster will be judged and voted by the participants. **The ceremony of the best poster award will be held on Friday, June 21 at the Commendation & Closing Ceremony. Please join the commendation ceremony not to miss this unforgettable moment!**
10. Please note that anyone who did not upload the paper will not be allowed to present the poster. All the authors of the Poster Session are requested to upload the PDF files of their papers. For preparation and upload of a paper, please refer to "Instructions for Authors".
11. For more information on the poster session, please contact:
32nd ISTS Abstract Desk
c/o Japan Convention Services, Inc.
Email : ists2019-paper@convention.co.jp

You may find the latest information on the poster session at the following web site: URL <https://www.ists.or.jp>

Please visit the site regularly to find out any updated information.