

IDW '17

# **AUTHOR'S KIT for Oral Presentation**

**Please read the following information carefully for preparation and submission of Abstract and Camera-Ready Manuscript.**

- 1. Read “Attention”**
- 2. Read “Instructions for Oral Presentation”**
- 3. Download “Abstract template”**  
35-50 words abstract to be published in the Final Program.  
Submit it with your Camera-Ready Manuscript.
- 4. Download “Camera-Ready Manuscript template”**
- 5. Input “Speaker’s Biography” at time of camera-ready manuscript submission**

---

All materials must be submitted via the **web site**.

**(Deadline: September. 7, 2017 at 23:59 (UTC-10))**

IDW '17 Secretariat  
c/o Bilingual Group, 3-3-6 Kudan Minami,  
Chiyoda-ku, Tokyo 102-0074, JAPAN  
E-mail: [idw-prog@idw.or.jp](mailto:idw-prog@idw.or.jp)  
FAX: +81-3-3263-1264

---

# ATTENTION

Yasunori Kijima, IDW '17 Executive Chair  
Hideo Fujikake, IDW '17 Program Chair

Acceptance of your presentation is subject to the following conditions.

- (1) Submission deadline of camera-ready is September 7 at 23:59 (UTC-10).
- (2) Registration is required before the camera-ready submission for all presenters.
- (3) Each presentation requires registration fee. Payment of registration fee must be completed by September 7 at 23:59 (UTC-10).
- (4) Contact the IDW secretariat if you give two or more presentations.
- (5) All company or government releases must be obtained.
- (6) The author must be the copyright holder or have written permission from the copyright holder for any material used in the paper.
- (7) Your submitted paper must not be published in any media including personal websites on the Internet before it is presented at the conference.
- (8) A camera-ready manuscript (PDF file) must be three or four pages in length and in a two-column format. The camera-ready manuscript must be in the format described in the instruction.
- (9) 35-50 words abstract (MS-Word file) must be submitted via the IDW website. Input paper number and the first author name in the header. Abstract must be in the format described in the instruction.
- (10) The copyrights of your submitted camera-ready manuscript will be transferred to ITE and SID. The copyright terms and conditions are available on the conference website (<http://www.idw.or.jp/copyright.pdf>).
- (11) One of the authors must give a presentation at the conference.
- (12) Notice that the acceptance may be canceled in case of the inferior camera-ready manuscript or the registration payment cannot be confirmed.

If these rules are not followed, the Program Committee may withhold approval for your presentation or remove your presentation from the schedule.

Note:

\*The Final Program with abstracts will be available from the middle of November at the conference site.

\*No refund of registration fee will be made for withdrawal of presentation.

Thank you for your understanding.

# Instructions for Oral Presentation

- Please bring your own (Mini D-SUB 15P, female) VGA-connector-equipped computer with your presentation data in it. Projectors are provided with XGA (1024x768) resolution.
- We especially request the use of your own computer if your presentation includes videos or other special contents.
- If you are not bringing your own computer, you can bring your presentation data in a USB flash drive. A computer (with Windows 10, PowerPoint 2016, and Adobe Reader DC [all English versions]) will also be provided by the committee. We recommend that you use the Presentation Pack function in PowerPoint in order to avoid compatibility issues.
- Before one day or half a day of your session, please check your computer/USB flash drive for compatibility in the speaker preparation room. The speaker preparation room will be set up with the above compatible computers and projectors from the morning on the first day of the workshop.
- Fifteen (15) minutes before the beginning of the session when you will make your presentation, please go to the speaker reception desk located in the room with your computer to set up your presentation or to transfer the presentation data from your USB flash drive. The copied presentation data will be deleted from our computer.
- Please meet your session chair, co-chair and the workshop session moderator before your presentation.

## Author Interviews

- Oral presenters are strongly urged to attend the Author Interviews after the presentation.
- This complementary forum provides a unique and relaxed opportunity for discussions with the conference participants who are interested in your paper, since the time for discussion is limited in the oral presentation.
- The Author Interviews will be very successful in stimulating important contact between technical colleagues. The hard copies used in your presentation or supplementary material will help to make your author interview fruitful.
- We will provide 100 V 50 Hz power at the site, as indicated on the paper submission web, for all oral presenters to make your remarks with a demonstration of a prototype model.

## IDW '17 Best Paper Award

The awards committee of IDW '17 will select the most outstanding papers from among those presented at IDW '17. The demonstration and discussion in the Author Interviews may be considered.

**Please Note the Following:**

- Withdrawal of an abstract after the deadline or non-presentation.

If an author withdraws his/her paper after the deadline for publication of the abstracts or fails to present at the scheduled session during the conference, the Program Committee will add the number of the presentation to the list of papers not presented at IDW '17 on the IDW website. In certain cases, the Program Committee may also issue a warning to the author.

*For other program information, visit the IDW website at <http://www.idw.or.jp/> or contact the IDW '17 Secretariat (e-mail: [idw-prog@idw.or.jp](mailto:idw-prog@idw.or.jp)).*