

IDW '17

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

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

- 1. Read “Attention”**
- 2. Read “Instructions for Poster 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**

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

**(Deadline: Sep. 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

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# ATTENTION

Kijima Yasunori, 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- (7) Your submitted paper must not be published in any media including personal websites on the Internet before it is presented at the conference.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) At least one of the authors is required to stand by their poster during in the session. Please read the appropriate instruction
- (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 and at the conference site.

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

Thank you for your understanding.

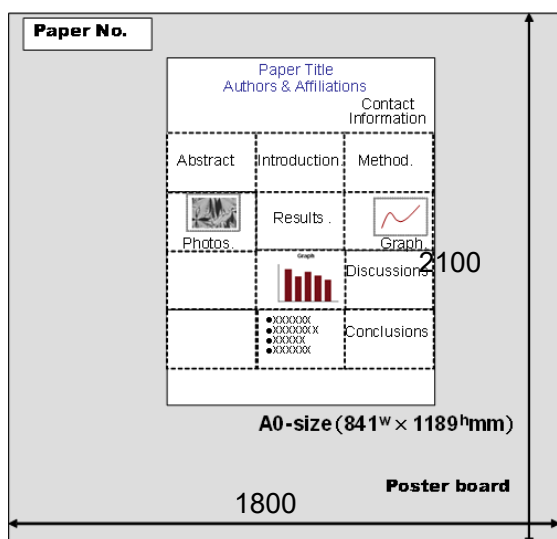
# Instructions for Poster Presentation

## Advantages of the Poster Format

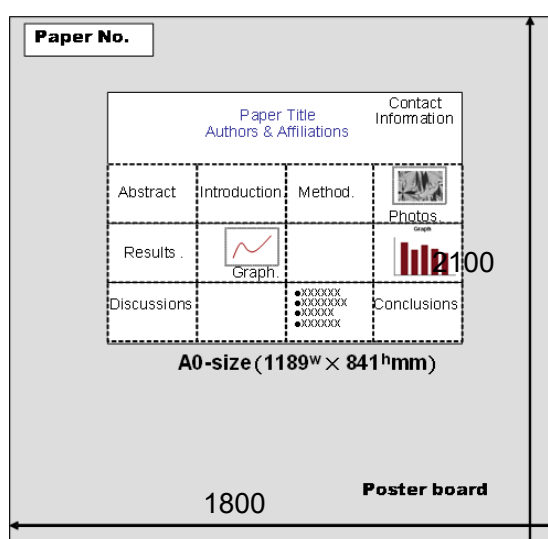
Poster sessions provide an opportunity for more interactive dialog between authors and audience. A poster presentation exposes your material to the audience throughout the poster session, allowing attendees to inspect graphs and photos as necessary. Using this format increases the likelihood that you will be able to meet and discuss your work with attendees who have a direct interest and knowledge in the same field.

## Preparation of Materials for Posters

- A successful poster paper must have high-quality, innovative content so that the poster presentation format can promote the exchange of detailed information among specialists.
- Posters must stimulate discussion, not give a long presentation. Therefore, keep text to a minimum, emphasize graphics, and make sure that every item in your poster is necessary. IDW suggests using the headings “Introduction”, “Methods”, “Results” and “Conclusions” to make the poster layout clear.
- The size of the poster board available for your presentation is 1.8 m (width) X 2.1 m (height). Conference staff will mount a label of the paper number in the upper left-hand corner of each board.
- Poster size must not be larger than 1.5 m (width) X 1.2 m (height); the title of the paper and name(s) of the author(s) and their affiliation(s) must be displayed in large letters centered at the top of the poster. Contact information (address, phone and fax numbers) must be placed somewhere on the board.
- Posters must be easily legible at a distance of 1.2 m. IDW recommends using at least 16-point font size and double spacing.
- When choosing a background color, remember that neutral or gray shades are easier on the eyes than a bright color. In addition, color photos look best when mounted on gray.
- A table and 100V/50Hz power connection will be available for your presentation.
- Presenters are also encouraged to have handouts available. The text of your paper must not be mounted as the poster. Have copies of your paper at your table available for attendees to take instead.
- You need to take the poster materials to the venue yourself. No printing is available at the conference site.



Example 1



Example 2

## Attending Your Poster Session

- Presenters must check in at the poster registration desk 15 minutes before their scheduled session.
- All materials are to be mounted on the board by presenters themselves, using thumbtacks. No paste, glue, or staples are permitted.
- Presenters are requested to display their posters during the session time assigned in their acceptance e-mail. At least one of the authors must stand by their poster during the session. The whole idea of a poster session is to create additional opportunities for interaction between authors and attendees interested in the same field of research.
- The student authors who receive the Student Travel Grant are required to present their poster during the session. The Program Committee may at times remove unattended posters and delete the presentation from the official conference record. In such cases, the author's Student Travel Grant will also be revoked.
- Presenters may find it useful to have a pen and memo pad ready for giving explanations or adding notes during discussions with interested parties. Presenters are also encouraged to have handouts available.



## Poster Removal

Presenters must remove their posters from the board at the end of their sessions. Otherwise, the remaining posters will be removed and disposed of by conference staff.

## Short Presentation

Short Presentation Session will be introduced into Workshops of Electronic Paper (EP), Projection and Large Area Displays and Their Components (PRJ) and Topical Session of User Experience and Cognitive Engineering (UXC), and Haptics Technologies (HAP). All poster presenters in EP, PRJ, UXC and HAP are required to give a brief, 1 minute to 3 minutes oral presentation with no discussion time. The presenter of these sessions will be notified of their presentation time by e-mail.

## Innovative Demonstration Session (I-DEMO)

All poster presenters are able to participate in Innovative Demonstration Session which provides a larger display space and much time for preparation than that of Poster Session. The details are given in Author's Kit for Innovative Demonstration Session.

## IDW '17 Best Paper Award and Outstanding Poster Paper Award

The award committee of IDW '17 will select the best papers and the most outstanding poster papers from among those presented at IDW '17.

### **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 the poster at the scheduled session during the conference, the Program Committee will add the number of the paper 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)).*