

Dear all presenters,

We look forward to your presentation at ICC 2019. This is the details for presenters both for oral sessions and for poster sessions. Please take the time to thoroughly read the items below.

See you soon at Tokyo.

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1) Oral presentation

a) General information

- Please recheck your day and time of presentation, referring to the latest program.
- Please also recheck your room of presentation. It is necessary for you, because we provide a lot of rooms of two different buildings, those are *Miraikan* and *Plaza Heisei*.
- Please note that the standard room is set with the following:
 - LCD projector and laser pointer
 - Screen (Aspect ratio: *Miraikan* 16:9, *Plaza Heisei* 4:3)
 - Connecting cable with laptop with VGA / HDMI terminal
- **<<IMPORTANT>>** Please note that **each presenter has to prepare one's own laptop at his/her presentation**. The local host does **not** provide any laptops for common use in each session room. If you need any adapters, please bring them by yourself.
- Public internet connections are available in the session rooms, however, we recommend you to prepare your personal Wi-Fi as backup devices by yourself if you never miss internet connections at your presentation.

b) On site

- Preparation and checking the connection
Please come to your session room 15 minutes before the start of the session (for example, arrive at 13:15 if you are speaking at 14:10 in a session that runs from 13:30-14:30). Your session chair (moderator) will want to know you are ready to talk. All presenters in the session should be ready to use your laptop just after checking the connection to the device that is already set in the room.
- Time for your presentation
You have 15 minutes for your presentation. After your presentation, there are 5 minutes for Q&A to communicate to the audience. In order to contribute to run smoothly, each presenter should be punctual.
- Related poster presentation
You can visit the site for poster presentation during your off-time, since the schedule of the same theme (oral/poster) is basically allocated on the same day. We recommend you to visit the site for poster presentation, though the core time will not be set.

2) Poster presentation

a) General information

- Please recheck your day and time of presentation, referring to the latest program.
- The site for poster presentation is the hall “Jupitar,” 7th floor of the *Miraikan*.
- Panels that posters are mounted on are **2.1 meters high and 0.9 meters wide with portrait orientation**. You need to mount the poster within the panel. No regulations such as size and format about posters are required in particular.
- Basically the poster should be printed on paper, but new materials such as plastic is no problem if you can stick the poster to the panel.
- We welcome to an innovative representation for cartography such as 3D shaping. It is O.K. to stick the real thing to the poster, and also to introduce 3D image by your laptop as a supplemental way. Please note

that we do **not** provide any electric power supply on the site.

b) On site

- We will provide a panel to each presenter.
- We will provide pins and tapes for sticking the poster on the panel.
- We do **not** provide any tables for load placing on the site.
- We do **not** provide electric power supply for each poster area on the site.
- Public internet connections are available in the hall “Jupiter,” however, we recommend you to prepare your personal Wi-Fi as backup devices by yourself if you never miss internet connections at your presentation.
- As the program says, poster session begins from 8:30 in the morning until 18:00 in the evening. Each presenter has a chance to talk and discuss all day long.
- You can put up your poster from 8:30 and have to remove it by 18:00. You can decide when the most appropriate time for viewing is.
- We do not set the “core time.” Your poster will be available for viewing during full day.
- Please plan to stand with your poster especially during break periods when oral presentations sessions are not concurrent (such as during coffee breaks, at the beginning or ending of the lunch time, and at the end of the day). Since the schedule of the same theme (oral/poster) is basically allocated on the same day, and we recommend the speakers of oral presentations to visit the site for poster presentation during break periods.
- Conference participants will want to talk to you about the poster. Please make a chance to talk each other, but full day session is too long. You may take a break to attend a concurrent talk during that time as you wish.