SCIS2024 Night Session Presentations Guidelines

Updated on december 26, 2023 ver.2

Date: Thursday, January 25, 2024 [Day 3] 19:00-21:00 JST (tentative)
Venue: Dejima Messe Nagasaki, 2F Convention Hall 3 & 4 (tentative)
Format: Local presentations only　*No hybrid sessions will be held.

■　Presenter Qualifications
　Presenters must be registered with SCIS2024.

■　Presentation contents
　Call for P* (Papers, Posters, Presentations, etc.), letter, various reports or claims, jokes, etc.
Please refrain from introducing your company or products. If you are not sure whether or not your presentation is appropriate for the SCIS Night Session, please contact the Night Session Director.

■　Presentation languages
　Japanese or English

■　Steps to presentation

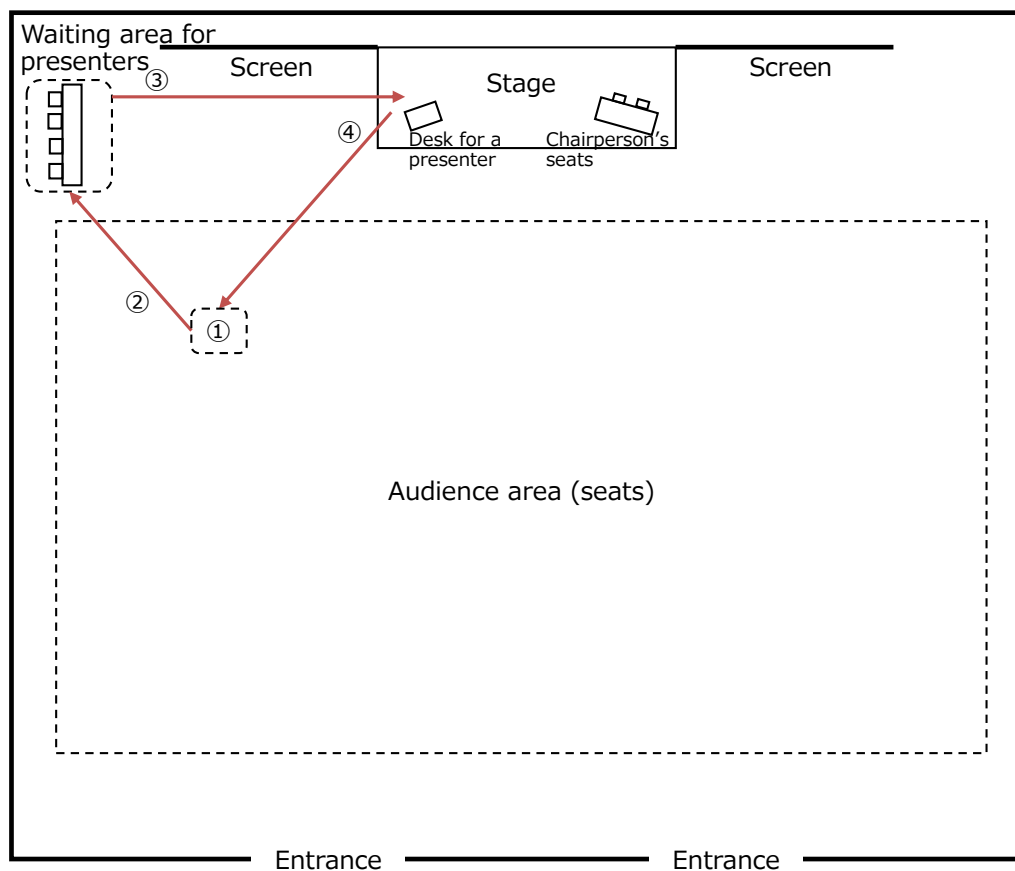| Steps	Description
1. Application for presentation	Period: Wednesday, January 17, 2024 - **Wednesday, January 24, 2024, 21:00 JST (Deadline)** Method: Please register your presentation information to the Night Session Presentation Application Form on the "Registration & Fees" page of SCIS2024 website.
2. Preparation	A link for uploading presentation materials will be sent to the presenter's e-mail address registered at the time of application. If you wish to use the materials, please upload them by **18:00 on January 25** (one hour before the start of the night session).
3. On the day	The program for the night session will be emailed to SCIS2024 participants around noon. Please check the program and arrive at the venue before your presentation.
4. Presentation	You will make your presentation on site using the PC provided by the organizing committee. (hereinafter reffered to as 'providing PC') The detailed flow is shown below and in the figure below. ① Secure your own seat in the audience area. We recommend that you take a seat near the stage where you can easily move to present. ② When the order of presentation is approaching, please go to the waiting area for presenters at the front of the venue. Please bring your own PC with you. * Your PC may be used as a backup in case of any problems with the projection of materials on the providing PC. ③ When it is your turn to present, please move to the desk on the stage with your PC and present your presentation using providing PC. ④ After your presentation, please move to your seat with your PC.

Figure: Presentation flow in convention hall 3,4

- ■ **Important points**
- • Application
    - ➢ In case of a large number of applications, applications will generally be accepted on a first-come, first-served basis.
- • Presentation materials
    - ➢ As a rule, materials must be uploaded by 18:00 on January 25. We will project the materials which upload to the PC by 18:00. Please note that we may not be able to respond to any updates of materials after the deadline.
    - ➢ Please follow the IEICE copyright rules (link). In particular, please refrain from using copyrighted materials such as music and images. If you have no choice but to use such materials, please follow the rules and procedures in advance.
    - ➢ Materials are only supported in **pdf or pptx format**. In order to prevent problems such as misalignment of materials during projection, we recommend that materials are in pdf format, except in the case of using video, etc.
- • Providing PC
    - ➢ The following PC will be used at the venue.
        - ✧ Let'sNote CF-SZ6
        - ✧ OS: Windows
        - ✧ Available applications: Adobe Acrobat, Microsoft PowerPoint

- Your PC
  - Only **HDMI cables** are available for projecting materials. Therefore, please bring a PC with an HDMI port. Alternatively, please bring a PC and an adapter to convert from HDMI to the appropriate port associated with your PC.
- At the time of presentation
  - Please follow the instructions of the moderator. Presentations which differ from the information provided in the application will not be allowed.
  - Presenters will be allocated the presentation time they have requested, but the presentation time may be shortened depending on the number of applications.
  - If the time is greatly exceeded, we may force you to terminate your presentation.
  - If you cannot make it to the presentation order for some reason, please contact the night session director in advance. If you do not contact us in advance, we may cancel your presentation.

■ Contact Us
  If you have any other questions about the night session, please feel free to contact us below.

Date and Time	For inquiries, please contact
Until January 25th 18:00 (until 18:00 on the day of the night session)	Person in charge of night session in SCIS 2024 organizing committee: **scis2024-night-out[at]rdgml.intra.hitachi.co.jp** * Please note that we may not be able to respond to e-mails after 18:00 on the day of the event.
After January 25th 18:00	Please come to the office or contact the office members directly at the night session venue.

Thank you.