

Preparation Guide for Poster Session

DSWS-2023 LOC

1. Overview

- The poster session is held in a virtual space, SpatialChat.
- Poster files submitted by presenters before the deadline will be posted in the virtual space by LOC.
- Poster files must be prepared in the format specified in section 3 of this guide.
- Lightning talks by poster presenters will be given on the corresponding day to each poster session in Zoom.
- Presentation material for the lightning talk can be submitted along with the poster file, but it is optional. The submitted poster file will be displayed in the lightning talk if dedicated material is not submitted.
- URLs of the submission form of presentation files and the virtual space will be announced from LOC by e-mail separately.

2. Poster File Submission

- Deadline
9:00 am JST (0:00 am UTC), December 7th, 2023.
- Submission procedure
LOC will announce the URL of a submission form to presenters by e-mail. Please upload your poster file from the form. It will require your Google account. If the Google service is unavailable in your environment, please contact [dsws.loc-2023\(at\)nipr.ac.jp](mailto:dsws.loc-2023(at)nipr.ac.jp).
- LOC will post the submitted poster in the virtual space before the poster sessions.
- Presentation material for the lightning talk can also be submitted from the form.

3. Poster File Preparation

- Please identify your abstract ID (e.g., S1-P.1) from the booklet.
https://ds.rois.ac.jp/wp-content/uploads/2023/10/Abstract_Booklet.pdf
- Requirements
 - ✓ File format: One-page PDF.
 - ✓ File name: <abstract ID>_<last name>_poster.pdf
(Example: “S1-P.1_Yamada_poster.pdf” if your ID and last name are S1-P.1 and Yamada respectively.)
 - ✓ Aspect ratio: Landscape in A0 or 4:3. This is decided to fit the virtual display area.
- Recommended procedure for file preparation
Make the poster file with a landscape A0 (1189 x 841 mm) or comparable scale in Microsoft PowerPoint. Use character sizes larger than 40 pt. Export it into PDF with the built-in function in PowerPoint. LOC tested to prepare a poster in A4 size in PowerPoint, but it was too hard to see in the virtual space.

On the other hand, not all presenters can prepare a poster in a uniform environment or Microsoft PowerPoint. This is just for reference; another procedure is acceptable if it provides a comparable resolution.

4. Session Schedule

- Lightning talks
 - ✓ Time slots just after the oral session in the morning are allocated for lightning talks each day (11:50-12:05 or 12:00-12:15 on 13-15 Dec).
 - ✓ Poster presenters are requested to give a 1-minute presentation in the lightning talk on each corresponding day.
 - ✓ Presentation material of each presenter will be displayed by LOC in Zoom and the on-site screen. The submitted poster file will be used if dedicated material is not submitted in advance.
 - Poster session
 - ✓ Enter the virtual space via the SpatialChat URL announced by LOC before the symposium. You will enter the entrance room in the virtual space.
 - ✓ Your session room will also be announced before the symposium. Find it in the navigation bar and enter by clicking the room name.
 - ✓ You will find your abstract ID and submitted poster in the room. Move your avatar into your presentation area. Please stay in the area during your presentation's core time (13:00-14:00 on the corresponding day).
 - ✓ Enjoy discussion with participants in the poster session. SpatialChat features a dynamic volume level; the volume of the conversation adjusts based on the distance between you and the other participants, similar to how it would in a real room. If your conversation conflicts with other poster areas, please move to a position far from other posters, i.e., near the outer edge of your poster area.
 - ✓ Below is a SpatialChat guide on YouTube (Clicking this link will immediately start a video).
https://www.youtube.com/watch?v=E03QN6Lr_Y0
- We will prepare a dedicated manual for this conference in advance.

Revision history

November 2, 2023 - Version 1 for the first circulation