

# IDW '18 AUTHOR'S KIT

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## Procedures:

1. Carefully read the "Important Points" on page 2 and "IDW '18 Withdrawal Policy" on page 7.
2. Confirm whether the following template files are included in this package:
  - (1) "IDW18\_Abstract\_template.docx"
  - (2) "IDW18\_CameraReady-for-Proceedings\_template.docx"
3. Complete your Abstract and Camera-Ready Manuscripts for Proceedings using the above templates and submit them following the instructions on pages 3-4.
4. Input your "Speaker's Biography" to the web page when submitting your Abstract and Camera-Ready Manuscript.
5. Prepare your presentation following the instructions on pages 4-6.
6. After registration and pay your registration fee, upload your Abstract and Camera-Ready Manuscript.

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Abstract and Camera-Ready Manuscripts must be submitted via the website.  
**(Deadline: September 11, 2018 at 23:59 (UTC-10))**

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# IMPORTANT POINTS

Yuzo Hisatake, IDW '18 Executive Chair  
Hideya Kumomi, IDW '18 Program Chair

Acceptance of your paper is subject to the following conditions.

Note that acceptance may be canceled in the case of inferior camera-ready manuscripts, or if the registration payment cannot be confirmed.

1. The **submission deadline** for Abstract and Camera-Ready Manuscripts is **September 11 at 23:59 (UTC-10)**.
2. **Each presentation requires a registration fee. Registration with payment of the registration fee is required before submission** of Abstract and Camera-Ready Manuscript for Proceedings.
3. **Payment of the registration fee must be completed by September 11 at 23:59 (UTC-10)**. Contact the IDW secretariat if you submit two or more papers.
4. All company or government releases must be obtained.
5. The author must hold the copyright or have written permission from the copyright holder for any material used in the paper.
6. Your Proceedings paper must not be published in any media including personal websites on the Internet before it is presented at the conference.
7. The copyrights of your camera-ready manuscript will be transferred to ITE and SID. The copyright terms and conditions are available on the conference website ().

If you do not accept the above conditions, the Program Committee may withhold approval for your paper and remove your presentation from the schedule.

Notes:

- The Final Program with abstracts will be available from the middle of November at the conference site.
- No refunds of registration fees will be made for withdrawal of presentation.

Thank you for your understanding.

# Instructions for Abstracts

- Abstracts will be **published in the Final Program** available in mid November.
- Abstracts should be composed of **35–50 words**.
- Abstracts can be identical to the abstract in the Camera-Ready Manuscripts.
- Prepare your Abstract **using the template file “IDW18\_Abstract\_template.docx”**.
- **Submit the MS-word file for you Abstract**, together with the following Camera-Ready Manuscripts for Proceedings, upon registration and by September 11, 2018.

# Instructions for Camera-Ready Manuscripts for Proceedings

- Camera-Ready Manuscripts for Proceedings are to be **published in the IDW '18 Proceedings** distributed at the conference starting from 17:00 on December 11, 2018.
- Camera-Ready Manuscripts for Proceedings must be **3–4 pages in length**.
- Prepare your Manuscript **using the template file “IDW18\_CameraReady-for-Proceedings\_template.docx”** you downloaded following the detailed instructions described in the template file.
- **Make a PDF file** from the MS-Word file you completed for your Manuscript.
- **Submit the PDF file** for Camera-Ready Manuscripts for Proceedings, together with the above Abstract, upon registration and by September 11, 2018.

# Instructions for Oral Presentations

- Bring your own device(s) (laptops, tablets, smartphones, or video conversion connectors, etc.) which can output VGA video signals via a Mini D-SUB 15-pin connector (female), especially if your slides include special contents like movies.
- A standard laptop computer with Windows 10, PowerPoint 2016, and Adobe Reader installed is available if you do not bring your own device(s). Bring your PowerPoint file in a USB flash drive.
- Video projectors are provided with XGA (1024x768) resolution and 60 Hz frame rate.
- Satisfactorily **check that your own device(s) or USB flash drive and slide file work** correctly on the standard setup of IDW '18 for video projectors and laptops **in the "Speaker Preparation Room"** before your oral session. Ask the Secretariat for help if you encounter any problems.
- **Go to the speaker reception desk in the room fifteen minutes before your session**, complete your session registration, meet your session chair, co-chair and moderators, and **check that your device and slide file correctly work at the session room during the break**.
- If you bring only your USB flash drive, your PowerPoint slide file will be temporarily copied on the hard drive of the standard laptop. The copied file will be deleted after your oral session.

## Author Interviews

- Oral presenters are strongly urged to attend Author Interviews after their session.
- Author Interviews provide a unique opportunity for relaxed discussions with the conference participants who are interested in your paper, since the time for discussion is limited in the oral session.
- It would be helpful if you could bring some reprints of your papers, hard copies of your slide, supplementary materials, or your presentation devices to the Author Interviews.
- A small table and power supply of 100 V 60 Hz are available, with which authors can demonstrate small prototype devices or materials.

## IDW '18 Best Paper Award

The awards committee of IDW '18 will select the most outstanding papers from among those presented at IDW '18. The demonstration and discussion in the Author Interviews are also considered as a part of the evaluation.

# Instructions for Poster Presentations

## Note the Advantages of the Poster Format

Poster sessions provide an opportunity for more interactive dialog between authors and audiences. The audience can inspect text and figures on the posters as they wish. Using this format increases the likelihood that you will be able to meet and discuss your work with audiences who have a direct interest and knowledge in the same field.

## Preparation of Materials for Posters

- Keep text to a minimum, emphasize figures, and make sure that every item is worthy of inclusion.
- Your poster is recommended A0 in size (see Fig.1).
- The title of the paper, author(s), and their affiliation(s) must be centered at the top.
- Splitting posters into sections such as “Introduction”, “Methods”, “Results” and “Conclusions” is recommended.
- Your contact information must be included somewhere on the poster.
- Posters must be legible from a distance of 1.2 m using **16-pt. or larger fonts and double spacing**.
- Neutral or gray shades are recommended for the background.
- A label of your paper number is mounted at the upper-left corner of your poster board.
- A **small table and power supply of 100 V 60 Hz** are available.
- Please do not just mount hard copies of your proceedings paper on the poster board.
- No printing service is available, and you have to bring your poster to the venue yourself.

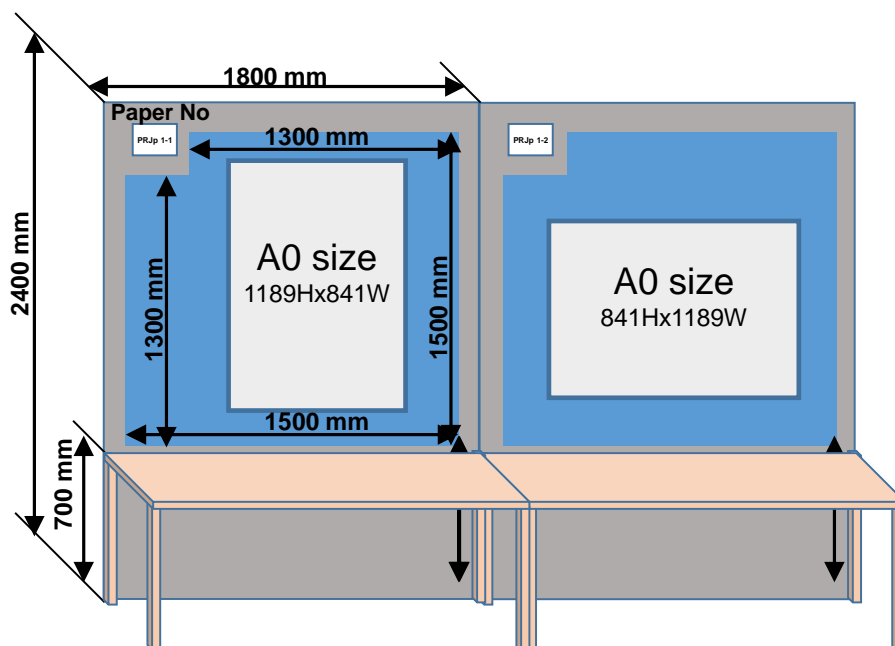


Fig. 1

## Attending Your Poster Session

- **Check in at the poster registration desk 15 minutes before** the session.
- Poster is to be mounted on the board by yourself using thumbtacks only.
- Display your poster during the session time assigned in the acceptance e-mail.
- **At least one of the authors must always stand by your poster during the session.**
- **If you are a student author in receipt of the Student Travel Grant, you must present posters by yourself**, otherwise the program committee will delete your paper from the official conference record, and the executive committee will revoke your Student Travel Grant.

## Poster Removal

- You must remove your poster from the board at the end of sessions.
- Posters left behind will be removed and disposed of by conference staff.

## Short Presentation

- A Short Presentation Session will be programmed as a part of the oral sessions for the poster papers in the Workshops of Electronic Paper (EP), Projection and Large Area Displays and Their Components (PRJ), and Topical Session of User Experience and Cognitive Engineering (UXC).
- All the poster presenters in EP, PRJ and UXC are required to give a brief, one- to three - minutes oral presentation with no discussion time.
- The presenters in 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 the Innovative Demonstration Session, which provides a larger display space and much time for preparation than the Poster Session. If poster presentation is scheduled on the same time slot as I-DEMO, IDW allows poster presenters to do presentation at I-DEMO. The details are given in the IDW website at <http://www.idw.or.jp/>.

## IDW '18 Best Paper Award and Outstanding Poster Paper Award

The award committee of IDW '18 will select the best papers and the most outstanding poster papers from among those presented at IDW '18.

# **IDW '18 Withdrawal Policy**

**If you withdraw your paper after the deadline for completion of the IDW '18 Proceedings or fail to present it at your scheduled session during the conference (i.e., no-show), the Program Committee will add the paper number of the presentation to the list of papers not presented at IDW '18 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 '18 Secretariat (e-mail: [idw-prog@idw.or.jp](mailto:idw-prog@idw.or.jp)).*