



## Guidelines for Interactive Poster Session Presenters

Thank you for your Full Paper submission to the 12<sup>th</sup> World Congress on Railway Research (WCRR 2019) in Tokyo.

Each Interactive Poster Session will consist of two parts: the first half is the Short Presentation (SP) part, and the second half is the Poster Discussion (PD) part. For the SP part, each Presenting Author (Presenter) will make a short oral presentation with a projector, which should be 3 to 4 minutes long. Once all Presenters finish their short oral presentations the SD part will be finished, and then the PD part will start in which the Presenters go to their respective e-posters and have discussions with participants who approach their e-posters.

Please refer to the guidelines below for the Interactive Poster Session process.

### In advance before coming to the WCRR 2019 Congress

- From the official WCRR 2019 website (<http://wcr2019.org/>), please download the two templates (PowerPoint PPT files), the first template for the SP part and the second template for the PD part. Using these templates please make your SP presentation and your PD poster, and convert the completed documents into PDF-format files.
- Please submit the files using the on-line submission system, by uploading the PDF files of the documents for the SP part and PD part **BY OCTOBER 15 TUESDAY.**
- Please kindly check the Session details of which you will be the Presenting Author (Presenter). The most recent Program can be downloaded from our official website (<http://wcr2019.org/>).

### Before the Session starts

- Please check in advance which room your Session will be located.
- Please come to the Session room **by 10 minutes before the Session starts.**
- Please meet the Chairperson and let him/her know that you are the Presenter, sit in the presenter's seating area which the Chairperson or staff will show you, and wait for your turn to make your SP short presentation.
- If you have Optional Demonstration Material for the PD poster discussion part, please place them on the table in front of your e-poster and do any necessary set up before the start of the session as much as possible.

### Short Presentation (SP) part

- For the SP part, each Presenting Author (Presenter) will make a short oral presentation with a projector, which should be 3 to 4 minutes long.
- The short presentation must be done using the PDF file for the SP part that is submitted on-line by uploading the file in advance.
- Equipment to be used for the SP part (computer, projector, etc.) will be prepared by the staff.

- Please make sure that the presentation PDF file is a minimum of 1 page, and a **maximum of 4 pages long**, and have content to attract the interest of the audience to your research.
- Due to the limited time, if the short presentation exceeds the 4-minute limit, even if that presentation is not finished, the Chairperson will move on and start the next presentation.
- The short presentations will be done in the order as shown in the Congress Program.
- The staff will set up your presentation slides using the session computer and projector, and the Presenter will only be able to operate a clicker to change slides.
- The short presentations will be done in the order as shown in the Congress Program.
- The “Presenter View” function can NOT be used in the WCRR 2019 presentations (i.e. you will NOT be able view any speaker’s notes on the computer screen because the session computers will be set to display only the main presentation slides on both the presenter’s computer screen and the projection screen for the audience). If you need to have speaker’s notes, please print them out in advance before coming to WCRR 2019 and bring them to your session.

**< Instructions for preparing/submitting the presentation file (PDF) for the SP part >**

- Please download the short presentation template for the SP part (PowerPoint PPT file) from the official congress website (<https://wcurr2019.org/cfp.html>).
- The dimensions of slides are set to **wide screen 16:9 proportions** (length 16 x width 9), and the short presentation should be a minimum of 1 page, and a **maximum of 4 pages long**.
- On the first slide of your presentation, please make sure to include (1) the presentation title, (2) the names of all the authors/co-authors of the Full Paper and (3) the affiliations/organizations of all the authors/co-authors (refer to the example in the figure below).
- Please indicate the Presenting Author (Presenter) by **underlining** his/her name.
- You may include figures, photographs, tables, etc. HOWEVER, you may NOT include any animation or other moving objects or video clips.
- For the presentation slides, you can choose to use any type of background, design or fonts.
- After finalizing your slides, please convert the PowerPoint PPT file into a PDF file, and submit the file using the on-line submission website, which will be available for access starting Tuesday, September 17, 2019 (Corresponding authors will be notified by e-mail about the link to the submission website as the September 17 starting date approaches).
- The **maximum size of each file** that can be uploaded in the on-line submission site **is 100 MB**.
- **The DEADLINE for submission is TUESDAY, OCTOBER 15, 2019.**
- Please note that **NO FILES CAN BE RE-SUBMITTED OR CHANGED AFTER THIS DEADLINE.**

**Full paper title** ← (1) Presentation title should match your paper title

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Author TETSUDO<sup>1</sup>, Author SOUGO<sup>2</sup>, Author KENKYU<sup>1</sup>

<sup>1</sup> Railway Technical Research Institute, <sup>2</sup> Affiliation

(2) First\_name LAST\_NAME      Underline the Presenting Author

(3) Affiliation/organization      Abbreviations can be used (example: RTRI)

- Any type of background, design or fonts can be used.
- Figures, photos, tables, etc. can be included, and the contents should be presented to attract the interest of the audience to the research.

**\* File must be submitted in PDF format.**

## Poster Discussion (PD) part

- After the end of all short presentations in the SP part, please move to your e-poster and wait for participants from the audience to come to your e-poster.
- Please explain details of your paper to the audience in front of your e-poster, such as information that could not be covered in the SP part due to the short presentation time limit, and have in-depth discussions with the participants.
- The PDF file for the PD part that was submitted on-line in advance will be displayed on a 50-inch monitor screen, as your e-poster.
- You can also bring optional demonstration material to help explain your work. In front of your e-poster monitor, there will be a table set up, on which you can use your own notebook computer, tablet device, experiment sample, or model/mock-up.
- The allowable size of optional demonstration materials (as described above) that can be placed on the table in front of your e-poster monitor should be a maximum size with a width of 700 mm x a depth of 450 mm x a height of 450 mm, and the maximum total load/mass should be within 20 kg.
- If you plan to connect your own notebook computer or other devices to the 50-inch-size e-poster monitor, the connector type will be HDMI.
- The staff will have an HDMI cable ready for you to use to connect your computer to the e-poster monitor, but please bring any other adapters to adjust for non-HDMI connectors.

### < Instructions for preparing/submitting the poster file (PDF) for the PD part >

- Please download the poster template for the PD part (PowerPoint PPT file) from the official congress website (<https://wccr2019.org/cfp.html>).
- The dimensions of the poster are set for a **50-inch screen, with a length of 1096 mm x a width of 616 mm**, landscape orientation (longer in the horizontal direction), 1 page.
- At the top of your poster, please make sure to include (1) the presentation title, (2) the names of all the authors/co-authors of the Full Paper and (3) the affiliations/ organizations of all the authors/co-authors (refer to the example in the figure below).
- Please indicate the Presenting Author (Presenter) by **underlining** his/her name.

**Full paper title** ← (1) Presentation title should match your paper title

Author TETSUDO<sup>1</sup>, Author SOUGO<sup>2</sup>, Author KENKYU<sup>1</sup>

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Underline the Presenting Author

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- You may include figures, photographs, tables, etc. HOWEVER, you may NOT include any animation or other moving objects or video clips.
- For the poster, you can choose to use any type of background, design or fonts.
- After finalizing your poster, please convert the PowerPoint PPT file into a PDF file, and submit the file using the on-line submission website, which will be available for access starting Tuesday, September 17, 2019 (Corresponding authors will be notified by e-mail about the link to the submission website as the September 17 starting date approaches).
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### **Evaluation of presentations and eligibility for Best Paper Awards**

- Since Oral Sessions and Interactive Poster Sessions are considered equal in importance in this WCCR Congress, the papers and presentations of both types of sessions will be eligible for to compete for the same Best Paper Awards of all categories of the 8 main topics as well as the young researcher category (30 years old or younger).
- The Chairpersons and selection committee will evaluate the submitted Full Papers and the Oral and Interactive Poster presentations.
- Winners of Best Paper Awards will be presented their awards at the Closing Ceremony.

### **For any questions or concerns, please feel free to contact:**

The 12<sup>th</sup> World Congress on Railway Research Paper Submission Office (WCCR2019)

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