

Instructions for poster presenters at the Tokyo Conference on International Study for Disaster Risk Reduction and Resilience

Abstracts

In case of late submission when the on-line tool has been deactivated, please send your Abstract by via email to the Conference Secretariat:

tokyo.conf@hydra.t.u-tokyo.ac.jp

Please submit your abstract in the Word Document format. The organizers will prepare a booklet of all the abstracts and thus need a version that can be easily re-formatted.

Poster preparation instructions

Poster contributors are responsible for preparing your poster in advance. The poster content must be in English, all information provided in local languages should be appropriately translated into English.

The poster should not exceed the size of **A0 format, i.e. 120cm x 90cm; portrait orientation**. The poster boards are higher but please consider comfortable visibility. The width of the boards is exactly 90cm and the boards are arranged tightly next to each other and thus the width is strictly limited. Pins or magnets for attaching the posters will be provided by the organizers at the venue.

Poster presentation sessions

The poster presentation includes two sessions: (1) one-minute oral introduction of the poster and (2) poster view session.

(1) The oral Poster Introduction Session, Day 2 (Thursday 15 January):

All poster presenters are requested to prepare **ONE (and only one) presentation slide** providing overview of the poster theme and to provide a **55-second introduction talk** during this session. Presentation language is English, interpretation between English and Japanese will NOT be available during this session.

Please make your slides rather simple, easy to see and in English only. The presentations should not include any animations. The time limit will be held strictly.

These one-slide presentation files will be compiled and uploaded onto the conference main presentation PC in advance to assure smooth progress of the session. Accordingly, all the poster contributors are kindly requested to prepare your one-slide presentation in the **MS PowerPoint (ppt) format or pdf** format with the page size of 25.5 cm width and 19 cm height (ppt slide on-screen show size).

The submission **due date** is **19 December 2014** but your earlier submission will be greatly appreciated. Please send your oral presentation file to the Conference Secretariat by email: tokyo.conf@hydra.t.u-tokyo.ac.jp

(2) The Poster View Session, Day 2 evening (Thursday 15 January):

The poster presenters are requested to attend your poster during this session and provide explanation to the interested audience. The poster installation instructions (time and the board number) will be announced later and also provided at the registration desk at the venue.