Instruction for Poster Presenters

1. Program at a Glance

1st day (July 1st)

Clock Tower		Shiran Kaikan		
Hall	International Hall	Inamori Hall	Yamauchi Hall	Foyer
9:00-9:30 Reception				
9:30-10:30 Opening & Plenary 1A				
10:45-11:30 Plenary 1B				
11:30-12:00 Shotgun 1				
	12:00-13:30 Lunch Break			
		13:15-14:45 Special Session 1A (Electrification)	13:15-14:45 Special Session 1B (Benchmarking)	13:15-14:15 Poster Session 1A
				14:15-15:15 Poster Session 1B
		Coffee Break		
		15:00-16:20 Oral Session 1A	15:00-16:20 Oral Session 1B	15:40-16:40 Poster Session 2A
		Coffee Break		16:40-17:40 Poster Session 2B
		16:40-18:00 Oral Session 2A	16:40-18:00 Oral Session 2B	

2nd day (July 2nd)

Clock Tower		Shiran Kaikan		
Hall	International Hall	Inamori Hall	Yamauchi Hall	Foyer
9:15-10:30 Plenary 2A				
10:45-11:30 Plenary 2B				
11:30-12:00 Shotgun 2				
	12:00-13:30 Lunch Break			
		13:15-14:45 Special Session 2A (Crowdsourcing)	13:15-14:45 Special Session 2B (Evaluation)	13:15-14:15 Poster Session 3A
				14:15-15:15 Poster Session 3B
		Coffee Break		
		15:00-16:20 Oral Session 3A	15:00-16:20 Oral Session 3B	15:40-16:40 Poster Session 4A
		Coffee Break		16:40-17:40 Poster Session 4B
		16:40-18:00 Oral Session 4A	16:40-18:00 Oral Session 4B	

3rd day (July 4th)

Clock Tower		Shiran Kaikan		
Hall	International Hall	Inamori Hall	Yamauchi Hall	Foyer
		9:00-9:30 Shotgun 3		
		9:30-10:50 Oral Session 5A	9:30-10:50 Oral Session 5B	9:50-10:50 Poster Session 5A
		Coffee Break		10:50-11:50 Poster Session 5B
		11:10-12:30 Oral Session 6A	11:10-12:30 Oral Session 6B	
	12:30-14:00 Lunch Break			
14:00-15:20 Oral Session 7				
Coffee Break				
15:40-17:20 Plenary 3				
17:20-17:40 Closing				

- Poster sessions as well as shotgun presentation sessions are highlighted in sky-blue. Please check your presentation time in the program.
- You will be given the opportunity to make a 30 second presentation ("shotgun presentations") prior to each poster session at the same day during the plenary session. For example, for poster sessions 1A, 1B, 2A and 2B, shotgun presentations will be held from 11:30 to 12:10 on July 1.
- Shotgun presentations for 1st and 2nd days will be held at Clock Tower Centennial Hall, and the shotgun presentations for the last day (4th July) will be held at Inamori Hall of Shiran Kaikan.

2. **Shotgun Presentations**

- We ask you to submit your **1-slide Powerpoint slide withtout animations** in 16:9 format by **June 25** to the conference secretariat via EasyChair. Please refer to Section 3 as to how to upload your slide. Please understand that **your shotgun slot will be cancelled if you fail to submit your slide by then.**

- All submitted slides will be merged into a single file (and therefore we can not accommodate last minute changes). Slides will auto-advance every 35 seconds (30 seconds for presentation and 5 second for presenter transition).

- We encourage you to focus on capturing the audience's attention rather than presenting research details.

- Reserved seats will be available at the front of the hall for shotgun presenters with your seat indicated by the poster number. You can find your poster number in the final program that will be made available on June 15.

- Please note that the shotgun presentations will follow directly the keynote presentations without break.

3. **How to upload your files via EasyChair**

- Please log in as author (not program author), then click "My submissions", then click on "view", then click on "add or update files". Besides the paper upload field, there you will see three added upload fields.

    1. Presentation file.
       Please upload your 1-slide for the "shotgun presentations". Note: this is not the "EasyChair Smart Slide Web site" which you can use to make your slides more widely accessible. We will not use the files uploaded here for any other purposes than to facilitate smooth flow of presentations during the conference. As stated above please upload presentation file **by June 25**.

    2. PDF of Presentation.
       This is optional. If you would like to share a pdf of your shotgun slide with the conference participants, please upload it here and we will include it in the password protected folder to be shared with the participants. If you would like to share this file, please submit also **by June 25**. We will once more update the folder on July 4. If you hadn't uploaded your poster by June 25, but want to share it still with participants, you can also upload until then.

    3. PDF of Poster
       This is optional. If you would like to share a pdf of your poster with the conference participants, please upload it here and we will include it in the password protected folder to be shared with the participants. If you would like to share this file before the conference with participants, please submit it also **by June 25**. We will once more update the folder on July 4. If you hadn't uploaded your poster by June 25, but want to share it still with participants, you can also upload until then.

4. **Poster Format and Setup**

- Poster panels will accommodate poster of up to A0-size in portrait orientation.

- Posters must be mounted at least 15 minutes before the session begins.
- Posters for Session A and Session B will be displayed simultaneously.
- Therefore, presenters in Session B must also set up their posters 15 minutes prior to Session A.

5. Poster Locations
- All poster sessions will be held in the Foyer of Shiran Kaikan
- You can find the ID of the panel for your poster in the final program published by June 15.

6. Poster Session Time
- Each poster session will last 60 minutes. Sessions A and B will be held continually without break. Presenters assigned to Session A (B) are asked to remain near their posters and be available to explain their research during the first (second) hour. During Session B (A) authors of session A (B) posters are free but are still encouraged to be available near their poster for discussion.

7. Poster Removal
- Posters must be removed after Session B ends. Please do not leave your poster behind.

8. Printing Service
- On-site printing is not available. Please print your poster by yourself before you come to the conference venue.

9. Contact
- For any further inquiries, please contact us via email at: caspt2025@easychair.org.