



24th ITS Symposium 2026

November 12-13, 2026

https://www.its-jp.org/katsudou/its_symposium/24th2026/

SAPPORO EDUCATION AND CULTURE HALL

<https://www.kyobun.org/english.html>

Speaker Guidelines for Paper Presentations

Interactive Sessions, which are paper presentation sessions, will be to provide more vibrant face-to-face discussions between speakers and audiences. The sessions consist of Shotgun Presentations followed by Poster Presentations. Below are the guidelines for the speakers to present a paper in the Interactive Sessions.

Timeslot at a glance:

	November 12th	November 13th
	Session 1-A, 1-B, 1-C	Session 3-A, 3-B, 3-C
Shotgun Presentation	11:15-11:40	10:55-11:20
Poster Presentation	11:40-13:00	11:20-12:40
Lunch		
	Session 2-A, 2-B, 2-C	Session 4-A, 4-B, 4-C
Shotgun Presentation	14:20-14:45	13:50-14:15
Poster Presentation	14:45-16:05	14:15-15:35

Session Structure

The Interactive Sessions consist of two parts, Shotgun Presentation and Poster Presentation. Speakers are required to give a short overview explanation and then participate in the poster session. They are requested to submit a paper and slide for the shotgun session in advance, and bring your poster to be displayed at the venue on the day of the presentation. Please be sure to read the following.

Shotgun presentation: for speakers to **brief the contents in a 30-second overview explanation**

- Please gather at the Room for Shotgun Presentation on the 1F “Sho-Hall” 10 minutes before the start.
- Please be seated at the presenters’ seats and wait.
- Please follow the staff's guidance and take the stage one at a time.
- Your Shotgun Slide will be projected on the screen for 30 seconds, so please introduce the content by yourselves. Artificial voices are not allowed.
- After getting off the stage, move to the poster presentation rooms and stand-by in front of your panel. The rooms will be set up on the 3rd and 4th floors. Session codes will be posted, so please check them.

Poster presentation: for speakers to have interactive face-to-face communication with the audience

- Please make your presentation and the discussion with audience using a poster.

Materials to be submitted

You are requested to submit a paper and a shotgun slide for your presentation. The papers and slides will be posted on the website for participants (scheduled for release on November 5).

1. Paper

For those who have submitted a full paper to the IJIT

- Deadline: ~~December~~ **October 5th**
- Send to Haruko IDE at h-ide@its-jp.org
- Pre-print of the paper submitted to the IJIT
- File type: PDF
- File name: Your presentation number (e.g. 1-A-01_paper.pdf)

For those who have submitted an abstract to the Symposium

- Deadline: ~~December~~ **October 5th**
- Send to Haruko IDE at h-ide@its-jp.org
- Full paper at a maximum of 6 pages, with no page numbers, according to the Paper Format.
- File type: PDF
- File name: Your presentation number (e.g. "1-A-01_paper.pdf")
- Tables and figures shall be embedded into the texts. A coloured article is recommended.
- Mac OS file is not allowed.
- For Japanese readers, **paper title/authors/abstract written in Japanese should be located** at the top of the article, followed by the paper in English.

In human-subjects research, you must respect the dignity and human rights of research subjects, and consider their life, health, and safety. Data and information pertaining to the subjects must be handled appropriately and their privacy must be protected. Informed consent must be obtained from the subjects. In addition, you need to obtain approval from the ethics committee of the institution you belong to before planning and conducting the research.

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2. Slide for shotgun presentation

- Deadline: ~~December~~ **October 16th**
- Send to Haruko IDE at h-ide@its-jp.org
- Slide layout: one-page slide (Japanese or English), Aspect ratio 16:9 in Landscape
- File type: JPEG format (make by PowerPoint and save as a Jpeg file)
- File name: Your presentation number_slide (e.g. "1-A-01_slide.jpg")
- Not insert video or animation
- Templates will be posted on the web.
- Please note this slide will be projected for just 30 seconds in the Shotgun Session. It should be catchy enough for participants to understand the content at a glance.

3. Poster for presentation (no need to submit in advance. Bring it to the session)

- Poster size: A0 size Portrait
- Please write the name of the paper and the names of the authors at the top of the poster. Other design and layout are free.
- Panel size is 210 cm high and 90 cm wide. Tapes for posting will be available.
- Place: Poster Session Rooms on the 3rd and 4th floor
- Please complete the posting before the session begins. The rooms open at 9:30 am on November 12 and at 9:00 am on November 13.

Best Poster Award

During the poster presentations, two moderators will circulate the session room to select the Best Poster Award presentations. This is to highlight research and initiatives that we would like to support and make known to as many people as possible. The winners will be honored at the Closing Ceremony and will be introduced on the official website and in the annual report published by ITS Japan. We are also planning to have them speak at a presentation for ITS Japan member companies in December.

When the moderator comes around,

- Please give an overview of your research in the first minute. Time will be managed by an accompanying timekeeper.
- Take questions from the moderator in the next 3 minutes.
- Please continue to exchange ideas with the participants after the selection process is over.

Online Program

The website will be provided to the speakers and participants. You can view/download the materials submitted by all of the speakers.

Instruction Session for speakers

Orientation sessions will be planned in early November. Speakers will receive the announcement later.

Registration

Speakers must complete a registration as speakers by **October 16**. The registration fee is 15,000 yen for general participants and 8,000 yen for students. The registration site will be open in 1st September. We will announce when the site is available.