

CSIS DAYS 2019: Annual Meeting of Inter-University Research Activities
Abstract Submission Guidelines

Center for Spatial Information Science (CSIS) will hold its annual meeting. This is an open meeting and we publicly invite presentations. Please note that your abstract will be preliminarily reviewed to assure that it meets these requirements: the content is not too commercial, and the research is related to spatial information science. For this review and preparation of research abstracts collection, applicants need to submit an abstract including tables and figures by the deadline. If you wish to make a presentation, read the following guide carefully and submit your abstract.

【Notes】

- If the format of submitted manuscript substantially differs from the specified format, some modifications will be required. Also, we may make some minor modifications to the format if necessary. Submitted manuscripts will be published in the research abstracts collection and on CSIS' s website.
- **To increase efficiency of your editorial work, prepare your manuscript by overwriting the following manuscript sample.**

<http://www.csis.u-tokyo.ac.jp/blog/research/csis-days-2019/>

【Schedule/Venue】

- Abstract Submission Deadline: **(Fri) September 20th, 2019**
- CSIS DAYS 2019: (Fri) 15th - (Sat) 16th November, 2019
Venue: The University of Tokyo Kashiwa Campus Station Satellite (known as "Future Center")

【Format】

File format must be MS-WORD (both .doc and .docx are acceptable).

- File name must be the name of representative in alphabet.
*Be sure to make the file name in this order: Family name + Given name
Example: KashiwaTaro.doc
- All figures in the manuscript must have a resolution of at least 400dpi.
- If you insert an Excel table into your manuscript, paste it as a picture (Enhanced Metafile).
- *Please also submit a PDF file for confirmation.*

The MS-WORD settings should be as follows.

- Number and Size of Pages: One page, A4
- Margin Setting: Top: 25mm, Bottom: 20mm, Left: 20mm, Right: 20mm
- Column Setting:
 - Title, author name, affiliation, contact information, and web must be in single column.
 - Body text must be in double column.
 - Figures may be in either single column or double column (single column is preferable).Note: Affiliation includes department, university, or organizational affiliation (company, government offices, or municipality).

- Horizontal Writing
- Font:
 - Title: Japanese: MS P Gothic, 12pt, Alphanumeric: Arial, 12pt
 - Except for Title: Japanese: MS P Mincho, 10pt, Alphanumeric: Times New Roman, 10pt
- Use comma (,) and period (.) for punctuation.
- *To increase efficiency of your editorial work, prepare your manuscript by overwriting the following manuscript sample.*
<http://www.csis.u-tokyo.ac.jp/blog/research/csis-days-2019/>

- Purpose of Research Abstracts:

Please consider research abstracts as leaflets to introduce your research. You can prepare an abstract by simplifying your past presentation or you can develop your research abstract into an academic paper for a conference. The content of research abstracts must be easily understandable and interest new students and the general public. For that purpose, prepare your manuscript in consideration of the following points.

- (1) Abstracts should be visually understandable. Be sure to insert at least one map or figure (graph, schematic illustration, etc.). Since the abstract will be printed on an A4 paper, if you use more than one map or figure, please take account of their size.
- (2) Captions for maps or figures should be easily understandable.

- Basically, the title of each section in the abstract must be chosen from the following (slight difference is acceptable).

- (1) Objective, Motivation, Purpose, etc.
- (2) Approach, Methods, etc.
- (3) Significance, Novelty, Utility, Originality, etc.

*If you made a presentation in CSIS DAYS before, please clarify the point developed from the previous presentation.

- (4) Characteristics
- (5) Results

* If you made a presentation in CSIS DAYS before, please clarify the point developed from the previous presentation.

- (6) Data
- (7) Software
- (8) Acknowledgements

If you use the spatial datasets provided by CSIS, please make sure to mention that in this section as the following instruction.

If the author has made a related presentation in the past and has the literature, please mention that as a related literature (not compulsory). Citation of the related literature in the body text is not required.

- (9) References

The literature cited in the body text must be listed as a reference.

The method of listing references should be in accordance with the manuscript preparation guidelines of GISA (Geographic Information Systems Association of Japan).

<http://www.gisa-japan.org/file/riron.pdf>

- Section number and title must be described in bold font as “(1) **aaa**: “.
- Manuscripts must be written in Japanese or English.
- Captions for figures must be described as "Figure 1 :aaa" or "Figure 1(a):bbb".
- Prepare your figures taking into consideration that the research abstracts collection will be published and posted on the website in color.
- If you use the spatial datasets provided by CSIS, please make sure to mention that in the section of acknowledgement.

Example: This research was the result of the joint research with CSIS, the University of Tokyo (No. 000).

*Please refer to the online research abstracts collection of CSIS DAYS 2005-2018.

<http://www.csis.u-tokyo.ac.jp/blog/research/symposiums/> (Japanese only)

*If a speaker is not the first author, put “○” before the name of speaker.

Example: Takashi Oguchi, ○Kaoru Sezaki, Takaaki Takahashi

【How to Submit an Abstract】

***Please make sure to check your manuscript against the “checklist” before submission.**

We use EasyChair for our online abstracts submission system.

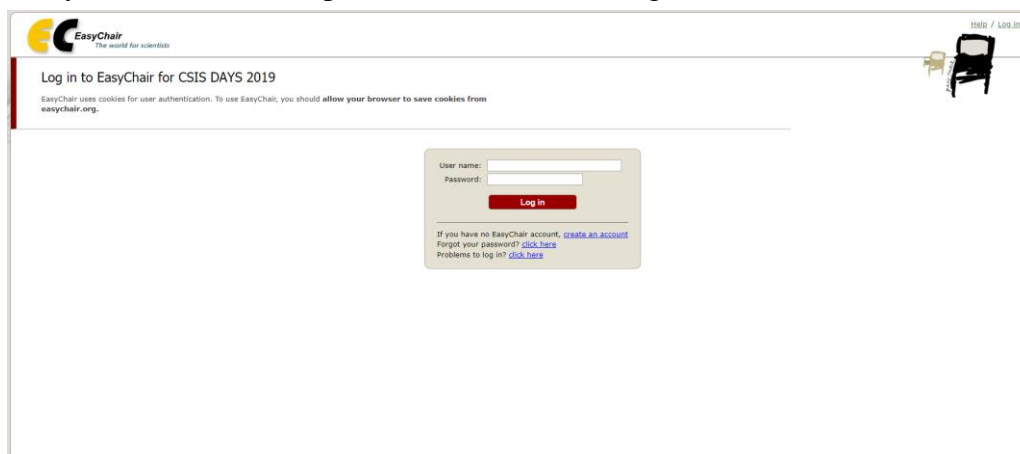
Instructions for submitting abstracts to CSIS DAYS 2019

1. Access CSIS DAYS 2019 EasyChair site below.

<https://www.easychair.org/conferences/?conf=csisdays2019>

*If you do not have an EasyChair account, click "create an account".

2. Enter your user name and password, then click "Log in".



3. Click "New Submission" in the upper left.
4. Enter all authors' information [in Japanese](#). (For foreigners, it can be in English.) Check "corresponding author" for the representative. And check "speaker" for the speaker. If there is insufficient entry field, click "Click here to add more authors".

New Submission for CSIS DAYS 2019

Follow the instructions, step by step, and then use the "Submit" button at the bottom of the form. The required fields are marked by *.

Author Information

For each author please fill out the form below. Some items on the form are explained here:

- **Email address** will only be used for communication with the authors. It will not appear in public Web pages of this conference. The email address can be omitted for not corresponding authors. These authors will also have no access to the submission page.
- **Web page** can be used on the conference Web pages, for example, for making the program. It should be a Web page of the author, not the Web page of her or his organization.
- Each author marked as a **corresponding author** will receive email messages from the system about this submission. There must be at least one corresponding author.
- One of the authors should be marked as a **presenter**. If you are not sure, choose your best guess.

Author 1 ([click here to add yourself](#))

First name[†]:

Last name *

Email: *

Country: *

Organization: *

Web page:

corresponding author
 presenter

Author 2 ([click here to add yourself](#))

First name[†]:

Last name *

Email: *

Country: *

Organization: *

Web page:

corresponding author
 presenter

Author 3 ([click here to add yourself](#))

First name[†]:

Last name *

Email: *

Country: *

Organization: *

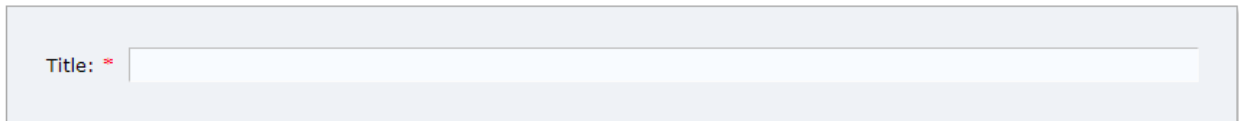
Web page:

corresponding author
 presenter

5. Enter the title of your abstract in Japanese (or English) in the "Title" field. Then, enter at least three keywords in the "Keywords" field. Please put each keyword on a new line.

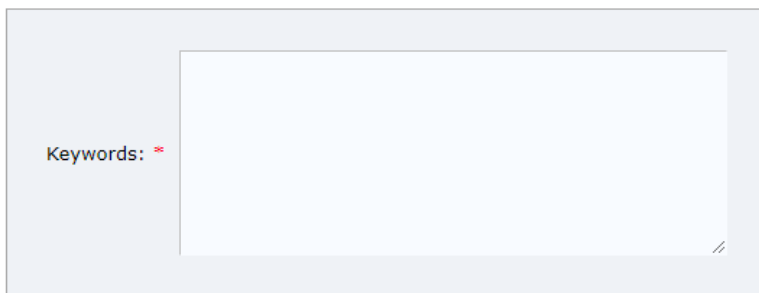
Title

The title should be entered as plain text, it should not contain HTML elements.

A screenshot of a web form showing a single-line text input field. To the left of the field is the label "Title:" followed by a red asterisk, indicating a required field.

Keywords

Type a list of keywords (also known as key phrases or key terms), **one per line** to characterize your submission. You should specify at least three keywords.

A screenshot of a web form showing a multi-line text input field. To the left of the field is the label "Keywords:" followed by a red asterisk, indicating a required field.

6. Upload your abstract in MS-WORD format (and PDF format). It is not necessary to upload your presentation slide at the time of submission.

ポスター・発表資料 (Poster and Slide). * 当日はショートプレゼンの後、ポスター発表の形式となります。ポスター発表および発表資料(スライド)の双方を準備しないといけないことを確認しましたか？

It is mandatory to make both poster and short oral presentations. Could you make sure to prepare both the poster and slide?

- はい Yes
- いいえ No

JORAS共同研究番号 (JORAS research number). * 本研究が参画中のJORAS共同研究に関連している場合、その共同研究番号を記載してください。該当するものがない場合は「none」と入力してください。

共同研究番号は以下から確認することができます。

https://joras.csis.u-tokyo.ac.jp/project/list_all

注: 「none」と記載された研究については、優秀共同研究発表賞の対象から除外されますが、優秀研究奨励賞の対象にはなりません。

Please write your JORAS research number if the research is a part of JORAS projects you are involved with. If not, please write "none".

Your JORAS research number can be searched from the following link:

https://joras.csis.u-tokyo.ac.jp/project/list_all

Remark: If you write "none", your research is omitted from candidates for "representative joint research presentation award", but your research is still candidates for "representative research encouragement award".

Submission checklist. 投稿論文はSubmission checklistに従って事前にチェックされている必要があります。Your submitted paper should be checked following the submission checklist.

- 著者はSubmission checklistを確認いたしました。(The authors confirmed the submission checklist.)

Research Abstract (Word). Upload your abstract. The abstract must be in Word format (file extension .doc or .docx)

選択されていません

Research Abstract (PDF). Upload your paper. The paper must be in PDF format (file extension .pdf)

選択されていません

Presentation slide and others. Upload your presentation slide (file extension .ppt, .pptx, .pdf or .zip) after your research abstract could be accepted.

選択されていません

同意書 (Agreement form). 投稿が採択されましたら、当日の発表の映像配信およびweb掲載に関する同意書をアップロードしてください。

Upload your agreement form (file extension .pdf, .doc or .docx) regarding video distribution and web publishing after your research abstract could be accepted.

選択されていません

7. After checking the entry, click "Submit".
8. You can upload or replace your abstract until the submission deadline (Friday, September 20th, 2019). Login to EasyChair system and click "Abstract <research abstract number>" in the upper menu, then click "Submit a new version" to upload and replace your abstract. The submission procedure has now been completed.

【Other Items】

- We will check the following points and let you know if it is acceptable to make a presentation in CSIS DAYS 2019.
 - Is the research related to spatial information science?
 - Is the content not commercial-oriented?
 - Is it consistent with the purpose of this meeting?
 - Is it prepared in the specified format?
 - Is the content not almost the same with the past presentation in CSIS DAYS?
 - Is there any novelty?
- If the number of submitted abstracts exceeds the limit, we will comprehensively evaluate the abstracts and some abstracts may be rejected.
- The accepted abstracts will be published on the website of CSIS DAYS 2019 as online research abstracts collection.
- In order to publish the research abstracts collection, some modifications may be made to the abstract except its content without author's consent: the layout of tables and figures, the format including linefeed, page margins, and typographical errors and omissions, etc.
- Presentation Style
 - Oral presentation : 5 minutes (12 presentations per session)
 - Poster presentation: 45 minutes (1 session)
 - Detailed explanation and a time for discussion will be provided in the poster presentations scheduled after the oral presentations.
 - B1 size panels and pushpins will be provided.
 - If you need a table to place a PC for demonstration, please let us know.
- Excellent Joint Research Presentation Award / Research Encouragement Award
 - We will comprehensively evaluate the content, presentation, and poster of the abstract and give the Excellent Joint Research Presentation Award to excellent joint researches using JoRAS.
 - We will also evaluate the scientific novelty and significance for spatial information science and give the Research Encouragement Award to excellent researches among all the presentations.

【Contact】

CSIS DAYS 2019 organizer
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