

## **CSIS DAYS 2021: 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-2021/>

#### **【Schedule/Venue】**

- Abstract Submission Deadline: **(Fri) September 10<sup>th</sup>, 2021**
- CSIS DAYS 2021: (Fri) 19<sup>th</sup> - (Sat) 20<sup>th</sup> November, 2021

In view of the situation of the new coronavirus infection, the conference will be held in an online format using Zoom.

**There will not be an on-site presentation venue, so presenters are requested to prepare their own presentation equipment and communication environment.**

This year we will have an international session on Saturday afternoon, so the session structure may be different from previous years.

#### **【Format】**

File format must be MS-WORD (.docx).

- 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: 18mm, 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: Times New Roman, 12pt

- Captions for figures and tables: Times New Roman, 9pt

- Except for Title, Figure and Table: 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-2021/>

- 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.*

*Please follow the format of the template as much as possible when writing your references.*

- 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 2005-2020.

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

\*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.

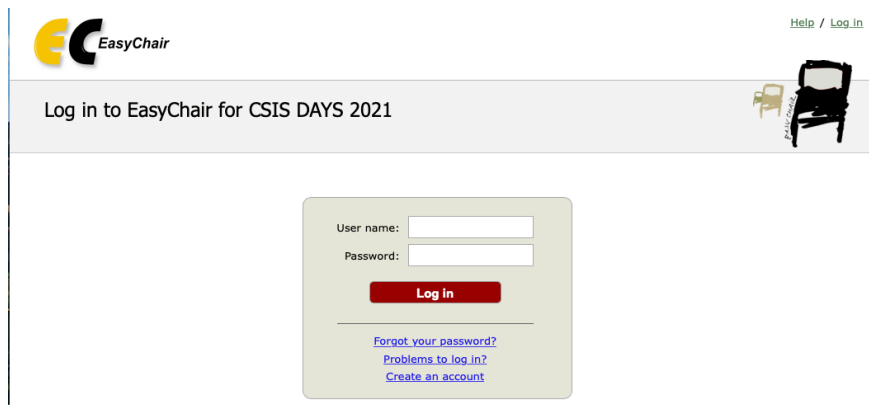
## Instructions for submitting abstracts to CSIS DAYS 2021

1. Access CSIS DAYS 2021 EasyChair site below.

<https://www.easychair.org/conferences/?conf=csisdays2021>

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

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



The screenshot shows the EasyChair website interface. At the top left is the EasyChair logo. To the right, there are links for 'Help / Log in'. Below this is a navigation bar with the text 'Log in to EasyChair for CSIS DAYS 2021' and a small icon of a chair. The main content area contains a login form with two input fields: 'User name:' and 'Password:'. Below these fields is a red 'Log in' button. Underneath the button are three links: 'Forgot your password?', 'Problems to log in?', and 'Create an account'.

3. Click "New Submission" in the upper left.

4. Enter all authors' information 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 2021

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](#)) ([click here to add an associate](#))

First name<sup>†</sup>: \*

Last name: \*

Email: \*

Country/region: \*

Organization: \*

Web page:

corresponding author  
 presenter

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

First name<sup>†</sup>: \*

Last name: \*

Email: \*

Country/region: \*

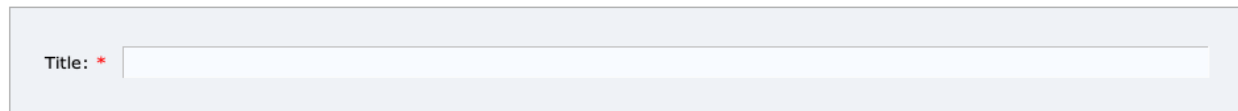
Organization: \*

Web page:

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

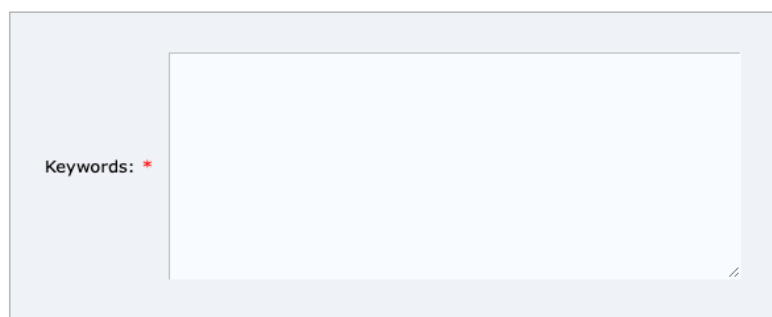
#### Title

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

A screenshot of a web form showing a text input field. To the left of the field is the label "Title: \*" in a small, dark font. The input field itself is empty and has a light gray border.

#### 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 text input field. To the left of the field is the label "Keywords: \*" in a small, dark font. The input field is empty and has a light gray border.

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.

A screenshot of a web form showing three file upload sections. Each section has a title, a description, and a file selection button. The first section is for "Research Abstract (Word)", the second for "Research Abstract (PDF)", and the third for "Poster". Each section has a button labeled "ファイルを選択" (Select file) and "ファイル未選択" (File not selected).

**Research Abstract (Word).** Upload your research abstract in Word format (file extension .docx)  
ファイルを選択 | ファイル未選択

**Research Abstract (PDF).** Upload your research abstract in PDF format (file extension .pdf)  
ファイルを選択 | ファイル未選択

**Poster.** Upload your poster file in PDF format (file extension .pdf) after your research abstract is accepted.  
ファイルを選択 | ファイル未選択

7. After checking the entry, click "Submit".

8. You can upload or replace your abstract until the submission deadline (Friday, September 10<sup>th</sup>, 2021). 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 2021.
  - 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 2021 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 (about 15 presentations per session)
  - Poster presentation: 45 minutes (1 session)
  - All presenters must make both oral and poster presentations.
  - Detailed explanation and a time for discussion will be provided in the poster presentations scheduled after the oral presentations.
- Joint Research Presentation Excellence Award / Research Encouragement Award
  - We will comprehensively evaluate the content, presentation, and poster of the abstract and give the Joint Research Presentation Excellence 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 2021 Office

days21office@csis.u-tokyo.ac.jp