CSIS DAYS 2023: 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 ensure 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 abstract collection, applicants need to submit an abstract including tables and figures by the deadline. If you wish to make a presentation, read the following guidelines carefully and submit your abstract.

【Notes】
- If the submitted manuscript differs significantly from the specified format or if there are problems with the readability of figures and tables, we may request revisions to the manuscript. Please note that we may make some minor modifications to the format if necessary.
- Your manuscript will be published in the Book of Abstracts and made publicly available on the CSIS website at a later date. Please note that this year we will not print out the Book of Abstracts, but will make it available on the web for participants to view during CSIS DAYS 2023.
- You must prepare your manuscript by overwriting the following manuscript sample. http://www.csis.u-tokyo.ac.jp/blog/research/csis-days-2023/

【Schedule/Venue】
- Abstract Submission Deadline: **(Fri) September 10th , 2023**
- CSIS DAYS 2023 : (Fri) 24th – (Sat) 25th November, 2023
  Both Friday the 18th and Saturday the 19th will be held in person format.

  We will not print the abstracts this year.

  The venue on both Friday and Saturday is at 6F, Kashiwa Research Complex, Kashiwa Campus, The University of Tokyo. (Please note that all presentations may be changed to online depending on the future infection situation.)
  Kashiwa campus map: https://www.u-tokyo.ac.jp/content/400020147.pdf
  (Kashiwa Research Complex is No.15.)

【Format】
Manuscripts must be submitted as MS-WORD files (.docx). **Please be sure to download this year's sample manuscript and prepare your manuscript by overwriting the sample.**

- 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 <u>single</u> column.
  - Body text must be in <u>double</u> column.
  - Figures may be in either single column or double column (<u>single</u> column is preferable).
  Note: Affiliation includes department, university, or organizational affiliation (company, government offices, or municipality).
- Horizontal Writing
- Font:
  - Title: Times New Roman, 12pt, Bold
  - Captions for figures and tables: Times New Roman, 10pt
  - Except for Title, Figure and Table: Times New Roman, 10pt
- Use comma (,) and period (.) for punctuation.
- Do not add hyperlinks such as addresses or URLs.
- **You must prepare your manuscript by overwriting the following manuscript sample.**
  http://www.csis.u-tokyo.ac.jp/blog/research/csis-days-2023/

- 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 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 Motivation:** ".
- 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).

 *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 abstract submission system.

Instructions for submitting abstracts to CSIS DAYS 2023

1. Access CSIS DAYS 2023 EasyChair site below.
   https://www.easychair.org/conferences/?conf=csisdays2023

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

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

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 an insufficient entry field, click "Click here to add more authors".
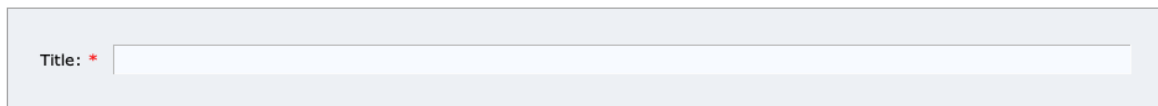
5. Enter the title of your abstract in English (or Japanese) in the "Title" field. Then, enter at least three keywords in the "Keywords" field. Please put each keyword on a new line.
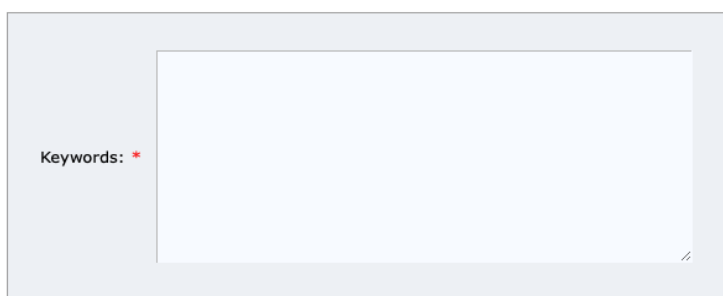
Title

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

Title: *

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.

Keywords: *

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

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 **(Sunday, September 10th, 2023)**. 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 2023.
- 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 as 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 2023 as an online research abstract collection.
- In order to publish the research abstract 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 explanations 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 researchers using JoRAS.
- We will also evaluate the scientific novelty and significance of spatial information science and give the Research Encouragement Award for excellent researches among all the presentations.

【Contact】

CSIS DAYS 2023 Office

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