Guidelines of JSEE International Session

<div align="right">January 2026</div>

【Target Participants: Speakers, Chairpersons, and Attendees】

This guideline describes basic matters regardless of the conference format. A separate "Manual" will be issued for presentation and participation procedures related to the conference format and venue facilities. In the event of important changes due to the venue's circumstances, we will notify you in advance via the contact address provided at the time of registration.

The International Session will be held as part of the annual conference organized by the Japanese Society for Engineering Education and the regional engineering education societies in charge of the conference. Speakers are required to register for the conference and pay the registration fee (including the proceedings fee) and the speaker's fee according to the registration procedures for the annual conference. During the period before and after the conference, registered participants will be able to view (including download) proceedings on the conference website. The program booklet and other materials will be mailed to those who have pre-registered and paid the registration fee by the deadline. Advance registration is recommended since there will be no facilities for viewing proceedings and reprints will not be available at the venue. We also welcome your participation in the reception to be held during the conference which will be a very useful opportunity for participants to exchange information and get to know each other.

1. Oral Presentations

1) As a general rule, all presenters are requested to submit their presentation data (pptx, ppt, pdf files) to the abstract submission site by the deadline, and to present their presentations on the computer prepared at the venue. The submitted data will not be made public. The data will be deleted immediately after the Annual Conference. Please refer to the manual for speakers for information on data submission methods, application versions, and other details. If you need to change your presentation data after submission or if the data size is large, please bring the data on USB or use your own PC on the day of presentation. Please note that we may not be able to accommodate your request depending on the situation on the day of your presentation. If you use your own PC at some venues, there is a possibility that the input terminals may not be compatible with the specifications of the venue.

2) Speakers are requested to enter the session room at least 15 minutes prior to the start time of their session.

3) Speakers are requested to keep their presentations brief and to the point. Please be careful not to exceed the allotted time, as exceeding the allotted time may cause inconvenience to other speakers and audience members. If you exceed the time allotted for your presentation, the

discussion will be terminated in the middle of the presentation. Please note that time slots will not be changed in case of absence or tardiness.

4) The progress of the presentation will be announced by the bell as follows. 1st bell (once) = 8 minutes (2 minutes before the end of the lecture) / 2nd bell (twice) = 10 minutes (end of lecture and start of discussion) / 3rd bell (three times) = 15 minutes (end of discussion)

2. Poster Presentations

1) Posters should be prepared so that they can be attached to the panel with thumbtacks. Speakers are requested to display their posters on the designated panel at the venue at least 15 minutes before the opening of the session on the day of their presentation, and to take them down as soon as possible after the session.

2) Posters should be no larger than the size of a bulletin board (see Manual for Speakers). The size and layout of text, figures, and tables should be such that they can be read from a distance of approximately 2 meters, and the presentation should be designed to facilitate discussion with the participants.

3) Presenters with odd numbers are expected to stay for the first 30 minutes, and presenters with even numbers are expected to stay for the last 30 minutes to explain and discuss their presentations.

4) Speakers are required to receive a Poster No. tag at the poster session registration desk and wear it during the presentation time.

5) As a rule, each speaker should give his/her own presentation and participate in the discussion, even if he/she is jointly named.

6) Speakers are required to submit a copy of their poster (reduced or summarized in A4 size) to the poster session registration desk before the start of the session.

7) A small desk will be provided as a reference table. Microphones and PC projectors are not available.

8) No power supply will be provided. Please prepare handouts and other materials by yourself.

9) The organizer's staff will take photos of the presenters in front of each poster for the report article in the Journal of JSEE during the presentation time of the day. We appreciate your cooperation.

3. Chairpersons

1) Arrive at the conference venue at least 20 minutes before the start of your session, in accordance with the Manual for Chairpersons, and report your arrival to the Chairperson's Desk located at the conference registration desk.

2) Please enter the room of your session at least 10 minutes before the session starts.

3) Make sure that all speakers are present and ready to present before the session starts.

4) Please try to facilitate active discussions by guiding questions, etc.

5) Please instruct the room staff to adjust the lighting level as necessary so that the audience can read the handouts in front of them.

6) Time limit of each presentation (10 minutes for lecture and 5 minutes for discussion) should be strictly observed.

7) If a presenter withdraws or is absent, his/her presentation should be proceeded as scheduled.

8) If a speaker shows up late, his/her presentation time will be the remainder of the scheduled presentation time, and the time will not be moved back.

9) Speakers are free to use their free time for discussion, etc., but please keep to the time schedule.

4. Absence and Late Arrival

1) In case of unavoidable absence or tardiness, please contact the JSEE Secretariat (Tel: +81-(0)-3-5442-1021) in advance to discuss how to handle the situation.

2) If you will be late on the day of the conference, please contact the main office of the conference venue (as described in the manual) as soon as possible.

3) If the presentation is not made, the presentation will be considered invalid, the presentation number will be clearly indicated in the Journal of JSEE, and the proceeding will not be published on J-STAGE.

4) No proxy presentation by anyone other than the co-author will be accepted.

5. Recording and Photographing Presentations

Taking photos or recording presentations is generally prohibited, except for the purposes of recording by the organizers, speakers themselves, or their related parties.