

Instructions on Poster Rinko (Master / Doctor)

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1. Every student of the Computing and Communication Systems Course is required to give a progress report on their research in the Poster Rinko session to be held in summer and winter semesters. All non-presenting students must join the sessions and have active discussions with the presenters.
 - Presenters in the summer semester: M2 (the students who were admitted in April) and D2 (those admitted in Oct.)
 - Presenters in the winter semester: M2 (those admitted in Oct.) and D2 (those admitted in April)

2. Dates and Venue

Dates: Summer semester 25 July 2014 (Fri)

Winter semester 30 Jan. 2015 (Fri) (tentative)

Venue: Takeda Hall (武田ホール) + Foyer (ホワイエ) on Takeda Sentanchi Bld. 5F
(武田先端知ビル 5F)

(http://www.u-tokyo.ac.jp/campusmap/cam01_04_16_j.html)

The detailed schedule will be announced about two weeks before the Poster Rinko day. The Poster Rinko may become a day-long event, depending on the number of presentations. All students are thus required to be available for the whole day.

3. Instructions for presenters

(A) Preparation

- Send the title of your presentation to the department office (eejim-ss [at] ee.t.u-tokyo.ac.jp) by the following deadlines.
 - Summer semester: 23 May 2014 (Fri)**
 - Winter semester: 7 Nov. 2014 (Fri)**
- The Poster Rinko consists of "one-minute presentations" and poster presentations. Prepare, in advance, a slide for the one-minute presentation, a resume, and a poster.
- Send a PDF file for your one-minute presentation (One page in English in A4 landscape format without any movie or audio) to [ccs-kyomu\[at\] ee.t.u-tokyo.ac.jp](mailto:ccs-kyomu[at]ee.t.u-tokyo.ac.jp) by **17:00 TWO days before the Poster Rinko day.**

- As with oral Rinko presentations, upload an **8-page resume** to Cybozu by **17:00 on the day before the Rinko day** and send it to **your supervisor and the two professors** who will review your presentation. The name of the file should be
Date (YYMMDD) + (Poster ID) + YourName.PDF

For example, if your poster ID is F01LP and it is presented on 29 July 2011, the filename should be something like "110729F01LPJohnSmith".

- **The poster must be prepared in English.** All of the posters must be put on the panels 10 minutes before the first session begins. The size of the poster panel is 90cm (Width) by 180 cm (Height), which accommodates a poster in A0 size.

(B) Presentation on the day

- In a one-minute presentation, you give a brief presentation on your research in front of all participants. The slides will be automatically displayed (and switched) in the predetermined order of the presentations.
- Each poster presentation will be reviewed by two professors. You should be aware of who the reviewers are (the names will be announced in advance). You should spend about 20 minutes for each reviewer.
- When a reviewer comes to your poster, you should suspend discussions with other participants and start explaining the poster to the reviewer.
- For M2 students, the Poster Rinko is regarded as their preliminary defense for their master thesis.
- The presenters are not required to submit a report on presentations.
- You should tidy up the poster panel when all the sessions are finished.

4. Instructions for non-presenters

- As with oral Rinko sessions, you are required to submit a report on the presentations.
- The report forms will be distributed before the one-minute presentations and be collected at the end of the final poster session. You are not allowed to come late or leave early.
- **Being 5 minutes late is considered as an absence.**
- The number of attendances granted by Poster Rinko depends on the duration of the sessions (e.g. two attendances for a four-hour Poster Rinko).
- A pencileboard will be useful when writing a report.

5. Absentees

- You should contact Kyomu Tano (ccs-kyomu [at] ee.t.u-tokyo.ac.jp) **as early as**

possible via your supervisor if you are unable to attend the Poster Rinko due to an unavoidable reason (e.g. presentation at a conference or research internship).

6. Best Poster Award

- The Best Poster Award will be determined by the votes of all students.

Contact Kyomu Tanto (ccs-kyomu [at] ee.t.u-tokyo.ac.jp) if you have any inquiries.