DAVOS ◆ SENDAI

WORLD BOSAI FORUM

World Bosai Forum
Flash Talk Presentations
Information and Guideline

Organizing Committee for the World Bosai Forum

IDRC 2017 in SENDAI
International Disaster and Risk Conference 2017, Sendai, JAPAN

About the Flash Talk Presentations

Flash talk presenters will present their activities on disaster risk reduction and related themes in the open space on the 3rd floor of the venue.
Each presentation will be12 minutes long.

The presentations will be video-recorded, unless the presenter does not wish, and posted on our website later. This opportunity can be used for promoting your activities.

Contact

Secretariat for the World Bosai Forum

c/o Japan Convention Services, Inc. Tohoku Regional Office

E-mail：wbf2017@convention.co.jp

Tell：+81-22-224-2104

(Office hours: 10:00 a.m. to 5:30 p.m.(JST), except on Saturdays, Sundays and holidays)

Basic Information

【Participation Requirement】
 Presenters must be the forum registrants.
 Please register from the website: http://www.worldbosaiforum.com/english/entry/.

【Presentation fee】
 Presenters are required to pay the following presentation fee, in addition to the forum registration fee.
- 30,000 JPY for those who belongs to private companies.
- 10,000 JPY for those who belongs to governmental bodies, public research institutions, university and nonprofit organizations.

【Presentation settings】
 Laptops are provided at the venue and your presentation slides will be projected onto a 70-inch video screen. In front of the screen, 18 chairs will be set for the audience. You can distribute handout materials. For details, refer to the section of "Detailed Specification of Venue" at the end of this document.

【Language】
 Presentations will be basically given in English. No simultaneous interpreting service is available.

Basic Information

【Time of presentation】
 We will allocate 15 minutes (12 minutes talk + 3 minutes for change time) for each presentation. The time slot will be determined by the organizing committee. Since the presentation space will be open to public, non-registrants to the Forum will also be able to hear your presentation.

    26 November 2017 (Mon) 13:00 – 17:00
    27 November 2017 (Tue) 9:00 – 12:00, 13:45 – 17:00

【Announcement of presentation information】
 The presentation time, title and the name of the presenter will be included in the Program Book and the Forum's website.

Application and Selection

【How to apply】
 Please send the attached Flash Talk Presentations application form to the Secretariat by email wbf2017@convention.co.jp.

【Deadline】
  Friday, 15 September, 2017 , 17:00 p.m.（JST）
 Irrespective of the deadline, we will close the application as soon as the number of presentations reach the maximum-possible number. Please consider applying soon.

【Acceptance notification】
 Selection of the presentations will be basically made with first-come-first-served basis, but since the number of slots are limited, we may have to go through a selection process. We will send you an acceptance notification no later than the end of August for those who applied by the mid-August. The payment will be made online through the Forum website.

Presentation Guidelines

1. Terms and conditions of the presentation and upload of the presentation file

Presenters will be able to use the PC and a 70 inch screen display prepared in the presentation venue. Presenters are asked to visit the Speaker Ready Room located on the second floor of the conference building and upload the presentation file by 60 minutes before the scheduled presentation time. At the Speaker Ready Room, the presenters will be able to check and modify the file. The speaker will be asked if he/she agrees to disclose the presentation material on the Forum's website. The speaker will be able to provide another file for the disclosure purpose.

· Please copy the data onto a USB memory or other media and bring it to the Speaker Ready Room.

· Please use default Windows fonts such as Century, Century Gothic, Arial, Times New Roman, and Symbol.

· If you will use a video file, please use a format that can be played by the codec included in Windows in its original installation state. The recommended formats are WMV and MP4. Windows Media Player will be available on the PCs to be used. QuickTime for Windows is not installed. Recent versions of PowerPoint support embedded video files, but bringing separate video files are strongly recommended.
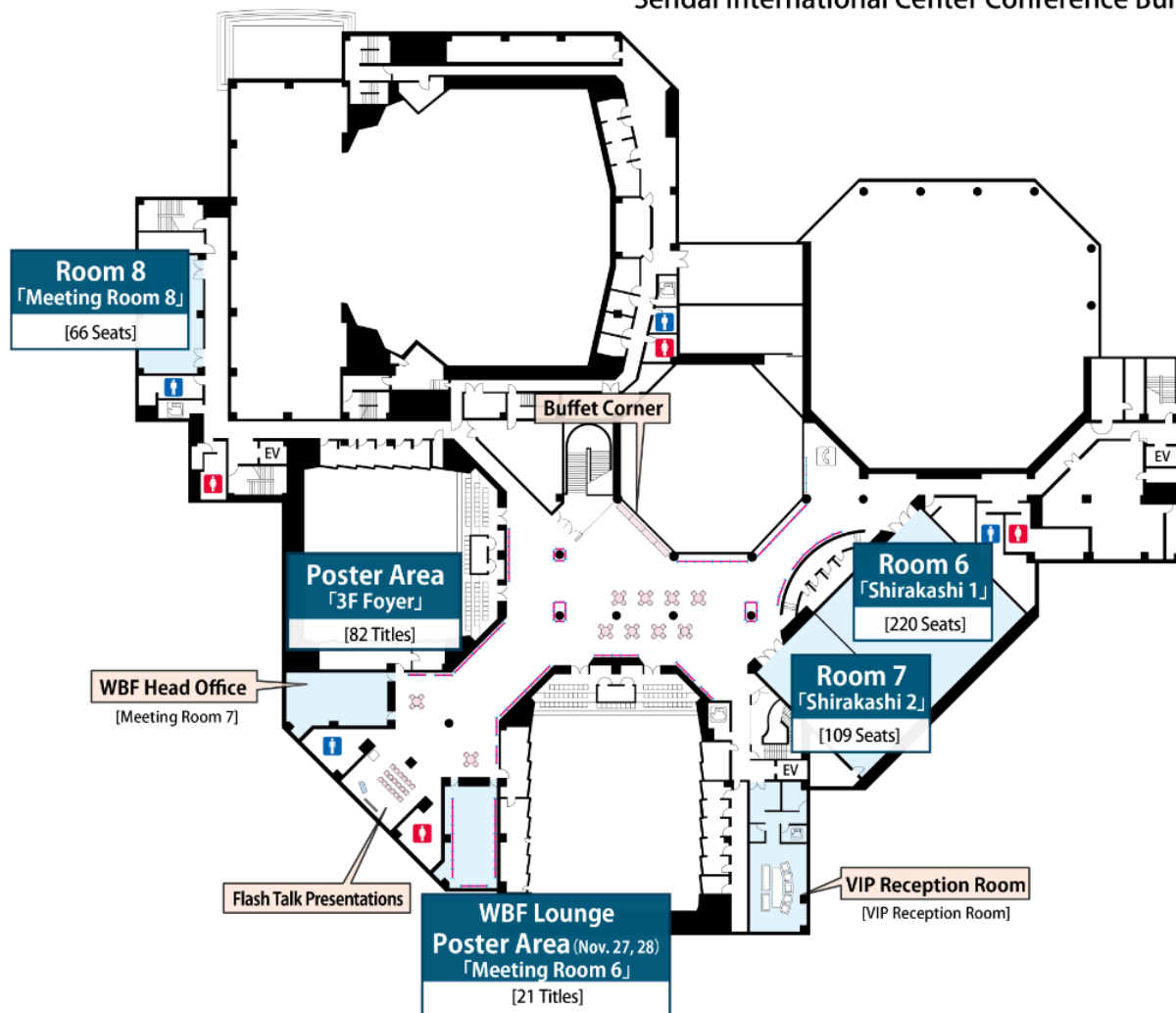
· The PCs in the Speaker Ready Room are equipped with Windows 7 and PowerPoint 2007 to 2016.

· The speakers will use the mouse by themselves to make presentations.

· Presentation files having the aspect ratio of 4:3 (pillarboxing) and 16:9 (full screen) can be displayed.

· If a speaker wishes to use a file created in a Macintosh environment, the speaker is requested to check the file thoroughly in the Speaker Ready Room and make corrections if necessary. Alternatively, the speaker can bring a Mac notebook and connect it directly to the VGA port in the podium. In such cases, a VGA adapter is also needed.

· We also accept speakers' own Windows PCs to make presentations. Output is not possible with DVI or HDMI, so the speakers are requested to bring a VGA adaptor if necessary.

· When bringing your own PC, be sure to bring an AC adapter. Screensaver and energy saving settings should be disabled.

· Even when using one's own PC, it is strongly recommended to make a test in advance in the Speaker Ready Room.

Venue

Flash Talk Presentations stage will be at the corner of Conference Bldg. 3F in the Sendai International Center.

Sendai International Center Conference Building 3F

Detailed Specification of Venue

**Flash Talk Presentation Stage
Conference Building 3F**

[18 Seats]

Flash Talks Presentations stage (18 Seats)

》 1 Podium
》 1 Moderator Podium
》 Basic set of Audio (3 wireless microphones)
》 70 inch Display
》 1 Laptop for presentation (Windows PowerPoint 2007-2016 installed)※
》 1 Laser pointer
》 Visual and Audio operator (pre-adjustment and maintenance)
》 Session supporting staff

※ A video codec is available when it's installed a Microsoft office
   on default Windows OS.
   Application for a playback video is only Windows Media Player.