**SETC2019 Guidelines of Poster Sessions for Academia**

At SETC 2019, poster sessions are held to promote the exchange of information and mutual understanding between people related to universities and graduate schools and those in various industries. The space will actively attract customers because it is positioned in the exhibition floor and coffee break are also in exhibition floor. Applicants related to universities and graduate schools who wish to participate in poster sessions should submit applications by E-mail as following the guidelines below. Please note; however, that if we receive many applications, all may not necessarily be approved. If you have any question, please do not hesitate contact us (E-mail: SETC2019@jsae.or.jp).

|  |  |
| --- | --- |
| Outline | ● Venue  International Conference Center Hiroshima, Japan  ● Schedule  Morning and afternoon on November 19, 2019  Morning and afternoon on November 20, 2019  Morning on November 21, 2019  ●Number of booths  Max. 30 booths \*The layout of booths will be determined by the secretariat.  ● Target:  Those related to universities and graduate schools, who have registered to attend SETC 2019  ● Official Language  English  Please stay in the poster session floor during coffee break and answer questions from the participants of conference. The short presentation of poster (about 5 minutes) is requested for the selection of poster award. Time for presentation will be informed during the conference. |
| Standard Booth Specifications | ● Poster boards and thumbtacks for panel attachment are supplied  Board size: 900 mm (W) ×1,800 mm (H)  ●Attachments  Desk with white cloth: 1 / Chairs: 2 |
| Booth fee | ● Free  Although the booth fee is free, presenters must register to attend SETC2019. |
| Application | ● Application Deadline:  July 31, 2019  ● How to apply:  Please fill out the attached application form, complete with a signature and E-mail to the conference secretariat. |
| Conference  Secretariat | E-mail: SETC2019@jsae.or.jp |

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Application Form of Poster Session for Academia**

We hereby apply for poster space at the 2019 Small Engine Technology Conference (SETC2019) as described below:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Table** | Required / Not required | | **AC outlets** | Required / Not required  (AC 100 V) | |
| **Chair** | Required / Not required | |  |  | |
| University or Graduate School |  | | | | |
| Faculty/Department |  | | | | |
| Laboratory |  | | | | |
| Preferred Date of the Exhibition  Check inside the parenthesis ( ) before the preferred date(s). | **( ) 19 (Tue.) ( ) 20 (Wed.) ( ) 21 (Thur.)**  If you prefer to present on two or three days, check the parentheses of continuous days. | | | | |
| Person-in-charge | Name |  | | | |
| Position |  | | | |
| E-mail |  | | | |
| TEL |  | | FAX |  |
| Signature |  | | | |

|  |
| --- |
| Research Contents and Title (approximately 50 words) |
| Title: |

|  |  |
| --- | --- |
| Conference Secretariat | E-mail: [SETC2019@jsae.or.jp](mailto:SETC2019@jsae.or.jp) |

Application deadline: **July 31, 2019**