

# The 15th International Workshop on Greenhouse Gas Measurements from Space

June 3 (Mon) – 5 (Wed), 2019  
The Frontier Research in Applied Sciences Building, Sapporo Campus,  
Hokkaido University

## Oral Presentation Guidelines

### Language

All presentations must be delivered in English.

### Presentation Time

The time slot for each presentation is **15 minutes (12 minutes for presentation and 3 minutes for Q&A)**.

### NOTES

- Please respect the time limit and follow instructions given by your session chairpersons.
- Please be ready for your presentation when the speaker ahead of you begins the presentation.
- A PC showing your remaining presentation time will be placed near the podium.

### Advance submission of presentation materials (Required)

We kindly ask all oral presenters to submit presentation files via the workshop website, which will open at **10 am on May 27 (Mon) (JST)**. The received files will be pre-uploaded on the PCs prepared in the session room.

Submission due: If possible, we would appreciate it if you could submit **by 5 pm on May 30 (Thu), 2019 (JST)**  
URL: [https://project.nies.go.jp/events/op\\_file/](https://project.nies.go.jp/events/op_file/)  
Format: in Word (\*.doc; \*.docx), PDF (\*.pdf), or Power Point (\*.ppt; \*.pptx)  
File name: iw15op\_givenname\_familyname

### NOTES

- When submitting a revised presentation file, please add an identification number at the end of the file name. When submitting multiple presentation files with a same personal name, please add a letter in alphabetical order at the end of each file name. (e.g. iw15op\_givenname\_familyname\_number / iw15op\_givenname\_familyname\_a). In both cases above, please notify IWGGMS-15 Secretariat about it.
- Basically, speakers are NOT allowed to use their own laptop PCs to ensure smooth running of the workshop.
- Please consult with IWGGMS-15 Secretariat via e-mail ([iwggms-15@nies.go.jp](mailto:iwggms-15@nies.go.jp)):  
When presentation slides are linked with other data files.  
When **the file size is over 10 MB**; such files cannot be uploaded from the website.  
When a late submission is necessary.
- We will NOT accept data files on a USB memory at the workshop site for security reasons.

### Publication of presentation materials on the website after IWGGMS-15

Presentation slides and posters in PDF will be published on the IWGGMS-15 website at NIES after the workshop only in case the permission is given by the presenter. The IWGGMS-15 secretariat will contact the presenters later to confirm their agreements for the web-publication.

### NOTES

- If your presentation slides contain information only prepared for your oral presentation but not intended for web-publication, please delete such information and prepare another file for sharing purposes. We will only disclose the newly prepared files.