



# Call for Papers to and Instructions for Submitting the Final Manuscripts for The Seventh TRIZ Symposium in Japan, 2011

To be Held by the Japan TRIZ Society, NPO

on September 8 (Thu.) - 10 (Sat.), 2011  
at Toshiba Kenshu Center, Yokohama, Japan

February 21, 2011 [Updated: Jun. 13, 2011]  
Toru Nakagawa (Osaka Gakuin University)  
Program Chairperson

For the purpose of open presentations, discussions, and communications on the creativity & innovation methodology TRIZ and related topics, the Japan TRIZ Society, NPO, is going to hold 'The Seventh TRIZ Symposium in Japan, 2011'. You are very welcome to contribute your presentations to the Symposium, an internationally evaluated TRIZ event held annually in Japan. We wish you to apply for contributions in accordance with the guidelines shown below:

[Note: The parts written in blue fonts need to be paid special notices; they are modified from the way we did in our last-year Symposium.]

**We have accepted 40 invited/contributed papers (including 10 from overseas), and have set up the first Advanced Agenda. We are very grateful for all of you who have submitted the papers. Please submit your final manuscripts and prepare for your presentation in accordance with the instructions described here. [Jun. 13, 2011]**

**(Note: The parts inserted/revised at the present stage are shown in red).**

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## 1. Outline of the Seventh TRIZ Symposium in Japan, 2011

**Date:** September 8th (Thursday) through September 10th (Saturday), 2011 (3 days)  
Starting around 10:00 on Sept. 8 and closing around 18:00 on Sept. 10.

**Location:** Toshiba Kenshu Center, Yokohama, Japan

555 Toriyama-cho, Kouhoku-ku, Yokohama, Kanagawa 222-0035, Japan  
Tel. 045-475-8270; FAX: 045-470-1480  
Education and training facility for employees of Toshiba group companies.  
20 minute walk from Shin-Yokohama station of JR Shinkansen.

**Held by:** The Japan TRIZ Society, NPO (JTS)

(Chairperson: Toshihiro Hayashi (T. Hayashi Professional Engineer Office))

Web site: <http://www.triz-japan.org/>

### Purposes:

- To provide an opportunity for openly presenting, discussing, and communicating on TRIZ, a methodology for creative problem solving and innovation, and its related areas.
- To encourage the improvement of the TRIZ methodology itself and to enhance penetration, promotion and application of TRIZ.
- To provide opportunities for making personal relationships among the people interested in and working with TRIZ in Japan and in the World, and to encourage the understanding and penetration of TRIZ.

### Aims:

- To openly call for contributions of presentations and participation not only from Japan but also from all over the world, so as to make the Symposium an open conference.
- To help establish deeper and wider understanding of TRIZ and promote real use of TRIZ in industries and in academia.
- To introduce and penetrate TRIZ widely into people engaged in SMEs and at schools.
- A Symposium primarily Japanese national and partially (but as much as possible) international.
- To hold the General Assembly Meeting of Japan TRIZ Society within the Symposium period.

**Main themes:** "Creative Person, Innovative Organization!"

- Studies for furthering the TRIZ methodology and case studies of applying TRIZ to real problems in industries, in academia, etc.
- How to apply and promote TRIZ, especially in wider perspectives of technological development and innovation
- Current situations and future of TRIZ promotion in Japan, in Asia, and in the World.

**Official languages:** Japanese and English

- For all oral presentations in the plenary and international sessions, slides are projected on

two screens in parallel, one in Japanese and the other in English. (Translation of slides from English to Japanese will be serviced by the members of Japan TRIZ Society.)  
(Note that there can be some parallel domestic sessions where slides are projected only in Japanese.)

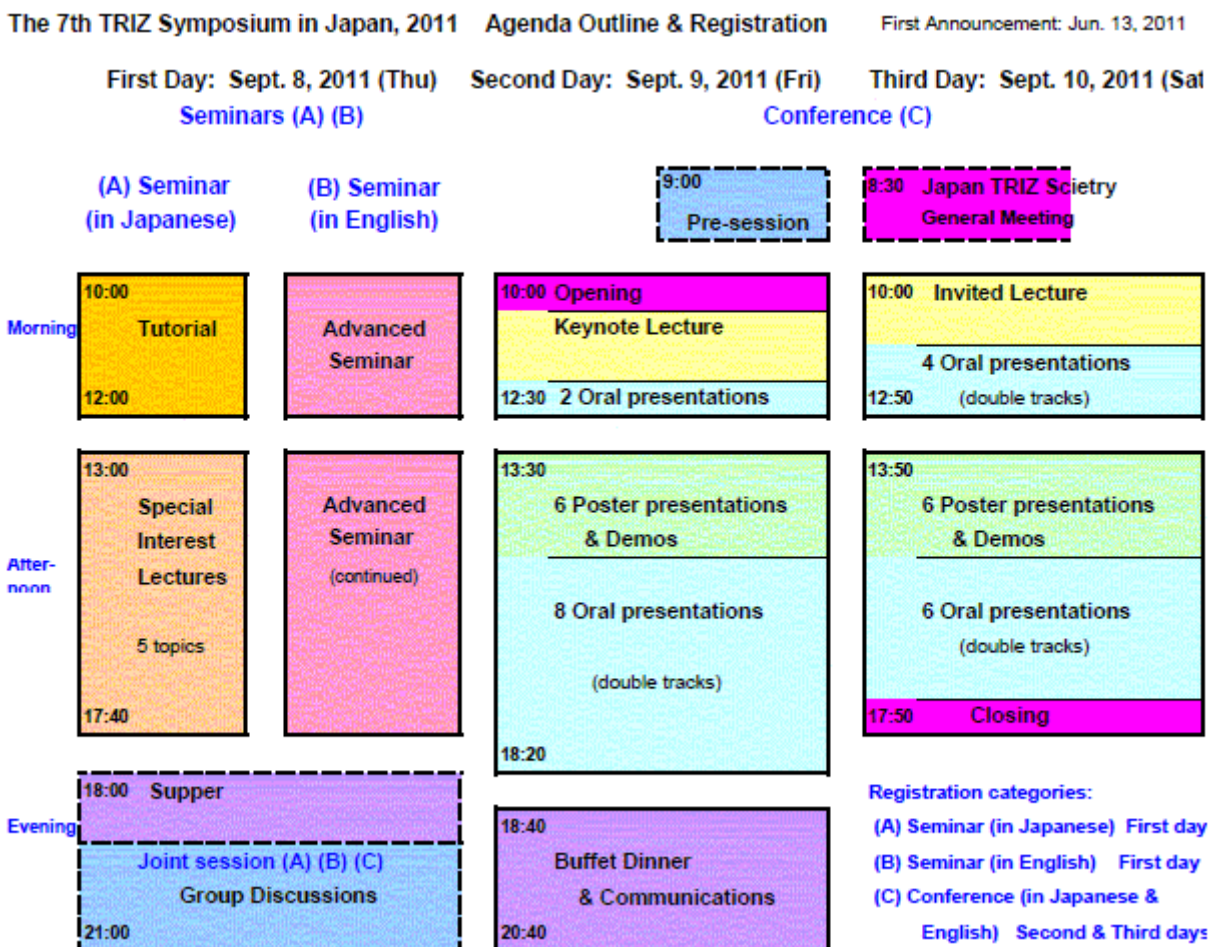
- Interpreter services will not be provided for the oral presentations themselves but will be given during the official discussions in the plenary/international sessions.
- **Extended Abstracts and Proceedings will be published in the two languages.**

**Agenda Outline (tentative):** See the figure below. [Figure updated, Jun. 13, 2011]

(a) The 1st day (Sept. 8) is the 'Seminar Day' having two tracks, one in Japanese and the other in English. In the Japanese track (A), a Tutorial on TRIZ basics is given in the morning for TRIZ novices, while Special Interest Lectures with Discussions will be provided for TRIZ beginners and experienced people in the afternoon. In the English track, an Advanced Seminar is planned for TRIZ experienced people from Japan and overseas.

(b) The 2nd (Sept. 9) and 3rd (Sept.10) days are 'Conference Days'. We are planning to have Keynote Lecture, Invited Lecture, Presentations of contributed papers (in Oral and Poster sessions), Buffet Dinner & Communication, and JTS's General Meeting. These are given in the two languages as described above.

(c) With the characterization of 'Seminar Day' and 'Conference Days', participants may have their preferable choices of attending at any day, from one day to the whole three days. We wish to have a larger number of participants this year.



**Styles of presentation of contributed papers:**

(a) Oral presentation:

Time length: 30 minutes of presentation + 10 minutes of discussion

Tracks: double tracks

(b) Poster presentation:

Several (around 6 to 8) poster presentations are given in parallel at corners of a hall, with the intention of interactive presentation and discussion with relatively small number of participants.

Posters will be displayed during the whole Symposium period.

In a prior session of 'Introduction to Posters', every Author makes a 3 minutes' talk.

Introduction slides (2 to 4 slides) will be projected both in English and in Japanese.

Each Poster Session will last about 50 minutes.

**Special Features:**

**[See detail in the Advanced Agenda, Jun. 13, 2011]**

(a) Keynote Lecture

Dr. Simon Litvin (TRIZ Master, GEN3 Partners, USA)

"Main Parameters of Value: TRIZ-based Tool Connecting Business Challenges to Technical Problems in Product Process Innovation

(b) Invited Lecture: **Mr. Shunsuke Suzuki: "Equivalent Transfer Theory"**

(c) Tutorial: (basics of TRIZ for beginners) (in Japanese): **Dr. Yoshihisa Konishi et al.**

(d) Special Interest Lectures with Discussions:

(several talks on how to use TRIZ effectively for different purposes)

(for beginners and the experienced) (in Japanese): **5 lectures are set up.**

(e) Advanced Seminar: (for TRIZ experienced people) (in English): **Dr. Simon Litvin**

(f) Group Discussions (on different topics of interest): under preparation

**2. Themes of Papers to Be Called (for Both Oral and Poster Presentations)**

Original works of research and/or practice along the aims of the Symposium as described above are welcome for presentation.

**Main topics of interest:**

- Effective use of TRIZ for Product/Service Development
- Effective use of TRIZ for Problem Solving
- Effective use of TRIZ for Risk Avoiding
- Effective use of TRIZ for Software and IT Areas
- Effective use of TRIZ for Business Application
- Effective use of TRIZ for Creating and Enforcing Intellectual Properties
- Promotion of TRIZ in Industries and TRIZ for Managers
- TRIZ-based Education at Schools, Universities, and Communities
- Furthering the TRIZ Methodology and Integral Use of TRIZ with Relevant Methods
- Others

**Scope of topics of interest:**

The scope of topics in the Symposium covers the keywords listed in the table shown below.

Presentations based on case studies of real applications and promotion practices are particularly welcome.

| methods   | purposes of application   | areas of application  | situations  |
|---|---|---|---|
| TRIZ,<br>Extensions of TRIZ,<br>Creativity methods,<br>Idea generation methods,<br>Problem extraction methods,<br>Problem solving methods,<br>Technology forecasting methods,<br>Innovation methods and activities,<br>Technology management,<br>Knowledge management,<br>R&D methodologies,<br>Generation/analysis of patents,<br>Technology implementation methods,<br>Software tools for problem solving,<br>Unique methodologies in Japan, etc. | Technology forecasting,<br>Market forecasting,<br>Problem extraction,<br>Planning & development of new products,<br>Solving technical problems,<br>Generating new technical concepts,<br>Quality improvement,<br>Cost reduction,<br>Term reduction,<br>Generating/enhancing patents,<br>Generation of new business models,<br>Business & technology strategies,<br>Examining various methods,<br>Creativity teaching and training, etc. | Technology in general,<br>mechanical,<br>electrical & electronics, systems,<br>software,<br>materials,<br>chemical,<br>biological,<br>etc.<br><br>Business & management,<br>Social problems,<br>Everyday problems, etc. | University education,<br>Engineer training,<br>Popularity and wider penetration,<br>Application trials,<br>Group activities,<br>Real applications,<br>Promotion organization,<br>Promotion activities,<br>Manager education,<br>Penetration into SMEs,<br>Children and school education, etc. |

### 3. Procedures for Application to Contributed Papers (for Both Oral and Poster Presentations)

#### 3.1 Forms to be submitted for the application

Please send us the following Forms A and B via email:

**0. Email Message:** State your intention of application to a presentation, and attach the following 2 files.

**A. Application Form:** in Form A. A template of this form is posted on our Web site.

Title of the paper, Author(s), Affiliation(s), Address of the speaker,  
Relevant area(s) of the topic,  
Preference of presentation style (either Oral only, Oral preferable,  
Poster preferable, or Poster only),  
Statements on copyrights issues,  
Brief profile of the speaker

**B. Extended Abstract:** in Form B. A template of this form is posted on our Web site.  
To be attached as a file in MS Word .doc format

Title of the paper, Author(s), Affiliation(s),  
Abstract of about 100-150 words,  
Extended description (some more explanation, possibly with figures and tables),  
Maximum one page of 2 columns in A4 size.  
Note: The top part (including Title, Author(s), Affiliation(s), and Abstract) will be

published in the Advanced Abstracts, while the bottom part (including extended description) will be used for reviewing purposes without publishing them in the Advanced Abstracts.

The whole page will be published in the Proceedings at the Symposium.

### 3.2 On the Copyrights of the presentation: (Please read this section closely again. [Jun. 13, 2011])

- **Prerequisites:** The authors must ensure that the contents of their presentations do not breach the copyrights of any other party and that their public presentations are approved by their affiliate (or any other relevant) organizations.
- **Date of publication:** Official date of publication of the presentations is Sept. 8, 2011.
- **Copyrights of the presentation materials:**  
Copyrights of the presentation materials belong to the authors.  
Thus, after the Symposium, the authors may contribute or publish them in any other places which they think appropriate.
- **Transfer of Copyrights to Japan TRIZ Society:**  
The authors must agree to give non-exclusive rights on the following items to Japan TRIZ Society:
  - To print the presentation materials in hard copies as the Proceedings of the Symposium and hand them out to the participants of the Symposium.
  - To record the presentation materials in PDF format in digital memory devices as the Proceedings of the Symposium and hand them out to the participants of the Symposium.
  - To sell/distribute the copies of the Proceedings of the Symposium, either in the hard copy or in the digital media, afterwards.
  - To post the presentation materials, either publicly or in some closed manner on the Web sites which are decided appropriate by Japan TRIZ Society.
  - To take snapshot photos of you at the presentation and to show them in publications, postings, pamphlets, etc. which Japan TRIZ Society has decided appropriate.

[Note: Taking photos/videos of the projected slides (except by the specified Organizing staff) is forbidden. Recording of the talks is also forbidden. This regulation is decided to keep the free atmosphere of presentation by the Authors.]

[Jun. 13, 2011]

### 3.3 Submission of application of presentation

- **Address to submit:** Send your email to: [sympo@triz-japan.org](mailto:sympo@triz-japan.org)
- **Way of submission:** via Email with the attachment of Form A and Form B  
Forms A and B should be made in MS Word .doc format.
- **Due date:** **May 17, 2011 (Tuesday) 18:00 JST**      **Extended: May 24, 2010 (Tue.)**

**Note: Limited Additional Call for Papers [Jun. 13, 2011]**

Even though the regular call has already been closed, we may accept a very limited



number of contributions under the following conditions:

- (a) A complete set of Submission Form (Form A) and Extended Abstract (Form B) is received by July 5, 2011 (Tue.).
- (b) The final manuscripts are to be submitted by July 25, 2011 (Mon.).
- (c) Presentation will be done mostly in a Poster Session (and in exceptional cases in an Oral Session), as arranged by the Program Committee.
- (d) The acceptance or not and the arrangement in the Agenda will be officially decided by the Board Meeting of JTS on July 8, 2011 (Fri.) and will be noticed to the authors soon.
- (e) Real case studies of applying and promoting TRIZ in industries or other organizations are especially desired in the present additional call.
- (f) Please submit to and communicate with via email at [sympo@triz-japan.org](mailto:sympo@triz-japan.org) (Program Committee, Toru Nakagawa).
  
- (g) Submission of **Position Papers** (written in one page in the form of Extended Abstract (Form B)) will be accepted separately. Non-author participants who need to apply for Japanese visa will be requested to submit a Position Paper. Any participants may submit a Position Paper for Group Discussion session. Such Position Papers will be given some opportunities for short presentation in the Group Discussion session.

[Jun. 13, 2011]

#### 4. Decision of the Agenda and Notification to the Authors:

- **Decision of the agenda:**
  - The acceptance/rejection of applications and the agenda of the Symposium will be decided by the Program Committee and the Management Meeting of the Japan TRIZ Society during late May to early June.
  - Presentation style of each paper, i.e. either Oral or Poster presentation, will be decided by the Program Committee with taking account of the author's preference expressed in the application. Our decision could be different from your first choice; even in such a case we would like to ask you for your tolerant acceptance.
  - There can be exceptional cases where we cannot accept an application in our Symposium, due to out-of-scope, outside our purposes, etc. In case we receive an excessively large number of applications, we will have an option of limiting the number of presentations for the sake of smooth operation of the Symposium.
  
- **Notification to the authors:**
  - The authors will be replied via email by the Program Committee in about 3 days on receiving the application email. If you do not receive such a reply message in 3 days, please send us your application again.
  - Around June 13, 2011, the authors will be notified about the acceptance/rejection of their papers and about the Advanced Agenda of the Symposium.
  - Authors whose applications are accepted should prepare for the presentation by following the procedure outlined below.
  
- **Announcement of the Symposium Agenda:**
  - Around June 13, 2011, the Advanced Agenda of the Symposium will be posted in the Official Web site of Japan TRIZ Society (and also in "TRIZ Home Page in Japan"), and Call for Participation will be started at the same time. These postings will be made in English and in Japanese at the same time.

- Title, Author(s), Affiliation(s), and Abstract for each accepted paper will be announced at this stage. (The part of extended description will not be disclosed at this stage.)

## 5. Plans of Presentation Styles and Proceedings Publication (Remarks for your preparation of final manuscripts)

[Please refer to the 'Table of Items of Manuscripts, Presentations, and Proceedings'.](#)

### 5.1 Ways of Oral Presentations

- Presentation should be made in English in your case, while in Japanese by authors from Japan.
- No simultaneous/sequential interpreter services will be provided for presentation, whereas sequential interpreter services will be given for official discussions in both directions between English and Japanese (in the plenary and international sessions). (No interpreter services are available in the parallel domestic sessions.)
- (In the plenary and international sessions) the slides in the original language will be projected on the main screen while the translated slides on the side screen at the same time. The speaker operates the PC for the main screen, while a staff member operates the second PC for the side screen following the presenter's operation.
- Please talk for 30 minutes and leave 10 minutes for discussions.  
    [Note: Keynote Lecture: 60 min. talk + 20 min. discussion.]
- Double tracks (in most cases) (in some cases triple tracks may be used).

### 5.2 Ways of Poster Presentations

#### (a) Posting the Poster Slides on the first-day morning

- Two big sheets of paper (size 728 mm (W) x 1091 mm (H)) will be provided for each presenter.
- If you want to post your Poster slides both in English and in Japanese, you will be given 4 big sheets of paper.
- **On these big sheets you should paste the printed Poster slides which you bring in with you.** If the prints are of B4 (or A4) in size, you can post 8 slides on each big sheet. Please make the slides with letters large enough to read at about 3 m of distance.
- Post the big sheets side by side on the wall or on mobile boards at the place specified by the Symposium staff.
- In the first-day morning, you should work for posting the Poster slides for yourself. Stationary such as the big sheets of paper, glues, adhesive tapes, and marker pens will be provided by the Symposium Office.
- The posters will be kept posted during the whole Symposium period.

#### (b) Short Presentation at the Session of "Introduction to Posters"

- Prior to each Poster Session, we are going to have a brief Session of "Introduction to Posters" as a plenary session.
- You should introduce your Poster presentation briefly within 3 minutes (about 20-25 minutes in total).
- In this introduction, you may use 2 to 4 slides only. These slides will be projected in English and in Japanese translation in parallel.



**(c) Presentation and discussion during the Poster Session**

- You should explain your Poster at the specified place in a hall. Several (possibly around 6 to 8) Poster presentations will be given in parallel.
- Every participant will visit a few Poster presentations of his/her choice one after another.
- Duration of a Poster Session will be about 50-55 minutes (total 80 minutes including the Introduction Session). The first round of presentation and discussion will be quit in 20 minutes for all the Poster presentations at the same time, and then the second round will be started with different visitors. After that, the presentations and discussions will be carried out interactively without any time regulation. (Details of operation like this may be revised and noticed later.)
- Poster presentations are suitable for intensive and interactive presentations and discussions with relatively small number of participants.

**(d) At the closing of the Symposium, take the Posters with you (or dispose of them)**

**5.3 Proceedings (Printed copies and Digital copies) and Web Posting**

**5.3.1 Part (C) Conference [The original description applies to the materials in the Conference Part.]**

Abstracts and Proceedings will be published in printed forms and in digital memory forms during the Symposium and afterwards, as shown in the following table.

| Name & Media                              | Timing               | Contents  | Language Editions  | Distribution  |
|---|----------------------|---|--|---|
| <b>(1) Abstracts on the Web</b>           | Before the Symposium | Abstracts   | English edition (of all the authors) and Japanese edition (of Japanese authors)              | Publicly on the Web site  |
| <b>(2) Extended Abstracts in Print</b>    | Symposium            | Extended Abstracts  | English edition (for overseas participants) and Japanese edition (for Japanese participants) | Hand out to all the participants  |
| <b>(3) Proceedings in Print</b>           | Symposium            | Extended Abstracts and Presentation slides/papers                 | English edition (for overseas participants) and Japanese edition (for Japanese participants) | Hand out to the participants who ordered optionally by paying extra charges |
| <b>(4) Full Proceedings in USB Memory</b> | Symposium            | Extended Abstracts and Presentation slides/papers (in PDF format) | Single edition containing all the materials in English and in Japanese                       | Hand out to all the participants  |
| <b>(5) Proceedings</b>                    | some time after the  | All the documents (or part of them)                               | English pages and Japanese pages   | Either publicly or in a closed way  |

|            |           |                 |  |                          |
|------------|-----------|-----------------|--|--------------------------|
| on the Web | Symposium | (in PDF format) |  | (e.g., JTS members only) |
|------------|-----------|-----------------|--|--------------------------|

Please refer the details of the items to be prepared/published/posted to 'Table of Items of Manuscripts, Presentations, and Proceedings' attached as a separate sheet.

**Notice:** The description in this section is relevant only to the documents of 'Conference Days' (i.e. Keynotes and contributed presentations). Handling of the materials of 'Seminar Day' activities will be decided later.

**Notice:** In the conference rooms, the usage of PCs may be limited due to a rather small total capacity of electric power line.

### 5.3.2 Part (A) Seminar Day (in Japanese) [Jun. 13, 2011]

- (1) Abstracts on the Web: Posted publicly in Japanese and in English
- (2) Extended Abstracts in Print: Not prepared.
- (3) Proceedings in Print: In Japanese only. Optional for additional cost.
- (4) Full Proceedings in USB Memory: (Materials in Japanese and also in English as prepared by the authors.) Handed out to all the participants (A).
- (5) Proceedings on the Web: To be decided later.

### 5.3.3 Part (B) Seminar Day (in English) (Advanced Seminar by Simon Litvin) [Jun. 13, 2011]

- (1) Abstracts on the Web: Posted publicly in Japanese and in English
- (2) Extended Abstracts in Print: Not prepared.
- (3) Proceedings in Print: In English only. Handed out to all the participants (B) with charge.
- (4) Full Proceedings in USB Memory: Not prepared.
- (5) Proceedings on the Web: No plan.

## 5.4 On the translation work of slides

- Japanese authors are requested to submit final manuscripts of slides and (optional) paper in Japanese and are encouraged to translate their slides into English for themselves.  
For the Oral presentations in the plenary/international sessions, the English translation of all the slides will be supported by the Japan TRIZ Society members on the request by the authors.  
For the Oral presentations in the domestic sessions and for the Poster presentations, such support of English translation by the JTS members will not be given, except for the Poster introduction slides.
- Authors from Overseas are requested to submit the final manuscripts of slides and (optional) paper in English.  
For Oral presentations, the translation work from English into Japanese will be carried out by the Japan TRIZ Society members for all the slides.  
For Poster presentations, the translation service will be provided only to the Poster introduction slides (i.e., 2-4 slides).

## 6. Submission of Final Manuscripts

After the announcement of the Advanced Agenda of the Symposium around June 13, authors are requested to submit their final manuscripts of their presentations according to the following guidelines.

Notice that all the manuscripts submitted will be published in the Full Proceedings in USB Memory (and possibly in the Web postings later) as described in 5.3.

(Details will be noticed again around June 13 to the authors, with possible minor revisions.)

## 6.1 Final Manuscripts to be submitted (Oral Presentation by Overseas Authors)

[For Keynote Lectures the same will apply except the difference in the limit number of slides.]

**0. Email Message (requested):** State that you are sending us the requested/optional documents attached to the email.

**A. Submission Form (requested):** in the Form A2, in MS Word .doc format.

(A template of this form will be posted on our Web site.)

Title of the paper, Author(s), Affiliation(s), Address of the speaker,  
Presentation style and Presentation Code No.,  
Statements of copyrights transfer,  
List of files attached.

**B. Extended Abstract (requested):** in Form B, in 1 page, in MS Word .doc format.

(A template of this form is posted on our Web site.)

Title of the paper, Author(s), Affiliation(s),  
Abstract of about 100-150 words,  
Extended description (possibly with figures and tables),  
One page in 2 columns in A4 size.

**C. Slides (requested):** no format specified. Max 32 slides, in MS PowerPoint .ppt format.

[Max 64 slides for Keynote Lectures]

These slides in English will be projected in parallel with their Japanese translation version.

**D. Full Paper (optional):** in Format D, max 10 pages, in MS Word .doc format.

(A template of this form will be posted on our Web site.)

Max 10 pages, in 2 columns in A4 size.

## 6.2 Final Manuscripts to be submitted (Poster Presentations by Overseas Authors)

**0. Email Message (requested):** State that you are sending us the requested/optional documents attached to the email.

**A. Submission Form (requested):** in the Form A3, in MS Word .doc format.

(A template of this form will be posted on our Web site.)

Title of the paper, Author(s), Affiliation(s), Address of the speaker,  
Presentation style and Presentation Code No.,  
Statements of copyrights transfer,  
List of files attached.

**B. Extended Abstract (requested): in Form B, 1 page, in MS Word .doc format.**

(A template of this form is posted on our Web site.)

Title of the paper, Author(s), Affiliation(s),  
Abstract of about 100-150 words,  
Extended description (possibly with figures and tables),  
One page of 2 columns in A4 size.

**C. Slides (requested): no format specified. Max 16 slides, in MS PowerPoint .ppt format.**

These slides will be published in the Proceedings as shown in Section 5.3.  
Note that you need to bring prints of these slides with you at the Symposium  
and post them on the big Poster sheets, as explained in Section 5.2(a).

**C2. Slides for Introduction (requested): no format specified. 2 to 4 slides.**

Projected in English and in Japanese translation during 'Introduction to  
Posters' Session. See Section 5.2(b).  
These may be either selected from the 16 slides or made with rearrangements.

**D. Full Paper (optional): in Format D, max 10 pages, in MS Word .doc format.**

(A template of this form will be posted on our Web site.)

Max 10 pages of 2 columns in A4 size.

### 6.3 Procedure of Submitting the Final Manuscripts

- **Submission:** Send all the Final Manuscripts files via email.

In case the total volume of the files exceeds 10 MB, please let us know  
in advance.

- **Sending address:** Send your email to: [sympo@triz-japan.org](mailto:sympo@triz-japan.org)

Note that any email to this address is automatically forwarded to  
Toru Nakagawa and Yoshihisa Konishi. Thus, when you send big files  
to this address, please do not use CC to nakagawa or konishi for avoiding  
from duplication.

- **Due Date:** [July 25, 2011 \(Monday\)](#) 18:00 JST

- **Special Request:**

After receiving your final manuscripts, the Symposium Office must carry out a hard  
work of language translation of your slides and editing the Proceedings, etc. in a very  
short period during the summer vacation season. Hence we would sincerely ask you  
for your cooperation in submitting your final manuscripts earlier and no later than the  
due date.

- **Registration of participation:**

Due date: [July 15, 2011 \(Friday\)](#) 18:00 JST for Presenters  
(Applicable of early registration discount)

- **Notice:** In the following cases, the Program Committee has the option of judging that

the presentation is cancelled by the author and of deleting the presentation from the Agenda and from the Proceedings.

- ◇ In case that the Final Manuscripts were not submitted by the due date,
  - ◇ In case that the Registration to the Symposium was not made by the due date,
  - ◇ In case that it has become decisively clear that the presenter (and other coauthors) is not attending at and not personally presenting the paper in the Symposium.
- **Special remarks on the preparation of your slides:** [Jun. 13, 2011]
    - Please use larger fonts and do not pack too many texts in your slides.
    - In printing our Proceedings, we use **monochrome and white background options**. Thus please make your slides clearly visible under this printing condition. Please print out your slides beforehand in this condition and check them. If you use some dark background in the slides, please submit us a PDF file made in the specified options.
    - Please make your slides illustrative and comprehensive, even for some Japanese people who might not good at hearing English and are trying to understand you mostly through your slides translated into Japanese.

## 7. Handling Slides and Posters in the Presentation at the Symposium

### 7.1 Oral Presentation:

- The Symposium Office will make two PCs available for each presentation room, one for the English slide projection and the other for the Japanese slide projection. (Windows XP/Vista/7 and MS PowerPoint 2003/2007 installed.)
- If you need to use any special software (say for demonstrating videos and software tools), please bring in and use your own PC. In such a case, the special part of your presentation may not be projected in Japanese translation.
- The PowerPoint file for your presentation should be brought in e.g. with a USB memory. In the morning of your presentation day, please install your file in the PC of the Symposium Office. For making things sure, your slides submitted as the Final Manuscripts will be set available in the Symposium PC.
- It will be allowed that a limited number of slides additional to the ones submitted as the Final Manuscripts are shown in the presentation. This is regarded as rather an exceptional case, in order to keep the open nature of the Symposium. (Final Manuscripts which intently hide the main body of presentation will not be accepted for presentation.) (Please note that all the materials submitted as the Final Manuscripts are to be printed/recorded in the Proceedings.)

### 7.2 Poster Presentation:

#### (a) Brief presentation at the Poster Introduction Session

- The Symposium Office will make two PCs available for the session, one for the English slide projection and the other for the Japanese slide projection. (Windows XP/Vista/7 and MS PowerPoint 2003/2007 installed.)
- The 2 to 4 introduction slides submitted as a part of the Final Manuscripts will be used in the Poster Introduction Session. The Symposium Office will make these slides ready for smooth projection. No new installation of the Introduction Slide file will be accepted for avoiding confusion and loss of the Session time.

**(b) Printed slides for Poster presentation:**

- **Prints of the slides to be posted as the Poster must be brought in by the author on the first day of the Symposium.**
- Slight difference of these slides from those for the Proceedings may be allowed.
- See Section 5.2 concerning to the preparation of the printed slides and to the posting work.

**8. Organization for Preparing the Symposium**

Japan TRIZ Society: Chairperson: Toshihiro Hayashi (T. Hayashi Professional Engineer Office)  
The Seventh TRIZ Symposium:

General Organizer: Yuji Mihara (Creativity Engineering Institute)

Secretary: Masatoshi Hotta (Sozo Kaihatsu Initiative)

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