

Workshop 2025/06/07

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To-do list (May 28, 2025):

1. LIYANG should share the registered participants info with Prof. and WEN
2. Disseminate the posters

To-do list (May 22, 2025):

1. Poster, offline and online, where, how
2. Applications, especially, Japanese participants
3. Photo taking: when, where, who, how
4. Pre-meeting with all speakers: topics, especially panel discussion, free discussion
5. Presentation related issues, including collecting slides one day before.
6. Venue: who is responsible for that? Gate/Door opening/closing, welcoming speakers, cooler, light, seats arrangement, presentation support (connector, PC trouble, etc), etc
7. Registration: who is responsible for that? List, name tags (speakers & participants), etc
8. Time keeper
9. Food and drinks
10. Instructions to speakers about the clothing
11. Transportation between Kyoto Station and the venue: maybe taxi is needed
12. Questionnaire related issue

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