

NII Shonan Meeting Report

No. 201X-Y

A Guide for Authoring an NII Shonan Meeting Report

Organizer 1

Organizer 2

Organizer 3

January XX–YY, 201X



National Institute of Informatics
2-1-2 Hitotsubashi, Chiyoda-Ku, Tokyo, Japan

A Guide for Authoring an NII Shonan Meeting Report

Organizers:

Organizer 1 (Affiliation 1)

Organizer 2 (Affiliation 2)

Organizer 3 (Affiliation 3)

January XX–YY, 201X

NII publishes online an “NII Shonan Meeting Report” (ISSN 2186-7437) for each NII Shonan Meeting. The organizers of a meeting are requested to contribute a report after their meeting. A report typically consists of the following materials:

- A cover in the standard format (*required*);
- The title of the meeting, the names of the organizers, and the dates of the meeting (as shown above);
- An overview of the meeting (as shown here);
- A collection of the abstracts of the participants’ talks (see the page3);
- A list of participants (see the page3).

Also, a report may include the following additional materials:

- A brief schedule of the meeting (see the page4);
- A summary of talks;
- A summary of discussions;
- A summary of new findings;
- A summary of identified issues.

However, these materials except the standard cover are not required.

The paper size needs to be A4. Also, a standard L^AT_EX style for authoring an NII Shonan Meeting Report is provided. (The organizers may use a different format, but this L^AT_EX style is still needed to generate a standard cover.) The rest of this guide introduces how to use the standard L^AT_EX style.

How to Use the Standard L^AT_EX Style

The file `shonan.sty` defines the standard L^AT_EX style. Its main role is to generate a standard cover. The file `shonan.eps` is also needed to show the NII Shonan Meeting's logo on the cover. The organizers can use the file `report.tex` as a starting point for their report. Initially, it includes the content of this guide.

A cover is generated by the following commands:

```
\SHONANno{201X-Y}  
\SHONANtitle{A Guide for Authoring an\\ NII Shonan Meeting Report}  
\SHONANauthor{%  
  Organizer 1\\  
  Organizer 2\\  
  Organizer 3}  
\SHONANdate{January XX--YY, 201X}  
\SHONANmakecover
```

The `\SHONANno` needs a report number as its argument. If the report describes the Y-th meeting in year 201X, the report number is 201X-Y. The `\SHONANtitle`, `\SHONANauthor`, and `\SHONANdate` commands specify the title of the meeting, the names of the organizers, and the dates of the meeting respectively.

Overview of Talks

Title of Talk 1

Speaker's Name, Speaker's Affiliation

The abstract of Talk 1 appears here.

Title of Talk 2

Speaker's Name, Speaker's Affiliation

The abstract of Talk 2 appears here.

Title of Talk 3

Speaker's Name, Speaker's Affiliation

The abstract of Talk 3 appears here.

As shown above, a report may present a collection of talk abstracts. The standard L^AT_EX style provides the `\SHONANabstract` command to show the title and the speaker's name and affiliation. For each talk, put text in the following form:

```
\SHONANabstract{Title of Talk}{%  
Speaker's Name, Speaker's Affiliation}  
The abstract of this talk appears here.
```

List of Participants

- Participant 1, Affiliation 1
- Participant 2, Affiliation 2
- Participant 3, Affiliation 3
- Participant 4, Affiliation 4
- Participant 5, Affiliation 5

Meeting Schedule

Check-in Day: January XX (Sun)

- Welcome Banquet

Day1: January XX (Mon)

- Talks and Discussions
- Group Photo Shooting

Day2: January XX (Tue)

- Talks and Discussions

Day3: January XX (Wed)

- Talks and Discussions
- Excursion and Main Banquet

Day4: January XX (Thu)

- Talks and Discussions
- Wrap up