

Instruction for Speakers and Chairpersons

■ Presentation Guidelines

- Please check your allocated session for presentation from the Conference Program.
- Each session will be presided by the session chairpersons. Please follow the chairpersons.
- Speakers can use your own laptop computer for presentation. Only D-subminiature connector will be available. Also Windows 8 PC and PowerPoint 2010 will be available for your presentation at the conference room.

If you want to use the prepared PC, please copy your presentation file by using USB memory at the designated conference room before your session start. Movies may not be used on the prepared PC. You will be assisted by a staff member or a graduate student who will help with the presentations.

- Please arrive at the designated session room at least 15 minutes before the session starts and meet the chairpersons. If a speaker does not arrive before the session start, his or her presentation might be cancelled as a "no-show" and the presentation time would be allocated to the other speakers' presentation.
- PowerPoint pre-view facilities will be available in the room between the conference Room #1 and #2 on the 3rd floor.
- The session schedule should be strictly followed.
- A typical technical session will be 90 minutes and will typically have 6-7 presentations in it. A general presentation is allocated a total of 12 minutes which includes approximately 10 minutes for oral presentation and a few minutes for questions, if time permits. A keynote presentation has 25 minutes.

■ Guidelines for Chairperson

- Please arrive at the designated session room at least 15 minutes before the session starts and meet the speakers of the session. A staff member or a graduate student will assist the preparation of the PC and installation of the speakers' presentations.
- Introduce the papers (by the title of the paper, name and affiliation of the presenter, and country).
- Make sure that all the presenters finish within their allocated time. Each individual paper must be finished in its allocated time because the session will not be extended.
- Lead the discussion if time is still available at the end of the session. A person asking a question must first state his/her name and affiliation (i.e., the name of the company/institution they represent) and must only ask what question he/she may

have for a speaker. The questioner must be very brief to save time for the speaker to answer the question and to allow others to ask questions, if additional time permits. A questioner is only allowed to ask a question rather than any other general comments/statements to save time. Please insure that the session must end at the allocated time.

- A session has 90 minutes with 6-7 presentations of 12 minutes for a general presentation and a 25 minutes for a keynote presentation. A session has few more minutes to change the speakers and extra questions time.