

Instructions for Presenters

Oral Presentations

- The suggested time for the talks are as follows:

Type	Presentation	Discussion
Plenary	40 minutes	10 minutes
Keynote	25 minutes	5 minutes
Regular	17 minutes	3 minutes

- A notebook, a projector, a remote pointer, and a switch** (used to connect the notebook) **will be available in all the sessions.**
- Presenters are **encouraged to use their own notebooks** to minimize any inconvenience incurred from incompatibility between hardware and software. A switch with both VGA (D-sub) and HDMI port will be available to connect the personal computer and the projector. Please make sure that there is *either VGA or HDMI output port on your computer* to use the switch.
- For presenters intending to use the notebook provided by the organizer, please save the presentations on a USB drive in a format readable on a Windows-based PC. Presentations should be done using MS-Office PowerPoint 2010 (or later) or Adobe Acrobat X (or later).
- Presenters using the **public notebook** should transfer their files to the notebook at the venue of their presentation as early as possible. Preferable times are during coffee, lunch and inter-session breaks. A student volunteer will be available to assist the presenters.
- Presenters are requested to submit a short autobiography to the Session Chair 5 minutes before the beginning of the session. The autobiography should include at least your title, name and affiliation.

Poster Presentations

- The board for poster presentation measures **90cm (width) x 180cm (height)**. The poster is recommended to be in portrait layout measuring **90cm x 150cm** at most, leaving the lower part of the board vacant.
- Posters should be **put up by 12:30 pm 29, May** and **removed after 15:00 pm 30, May**.
- Board pins and magnets will be available on-site. Posters are to be put up according to the numbering on the poster panels.
- Authors should **be present during the poster session (16:10 - 16:50 pm 29, May)** to explain their work and to interact with fellow attendees. Posters can be displayed unattendedly at other time.

Guidelines for Session Chairs

- Please take note of the day/time/venue of the session that you are chairing in the program booklet. *On the day of the session that you are chairing, obtain any changes to the program from the Secretariat at the Registration Desk.*
- Before the start of the session, collect the biographical information of the presenting authors. Use this information to introduce the speaker before his/her presentation.
- Be present in the room where the session is to be held 10 minutes before the start of the session and check that all the presentations have been copied on the notebook provided at the venue.
- Remind the presenting author about the time available for their presentation; see "Instructions to Presenters" for details.
- Remind the authors at the 2-minute mark (e.g., at the 15th minute of presentation for regular presentations) to make their concluding remarks. Please ensure that there is sufficient time for discussion.
- In case of "no-show" or if a talk ends early, do not advance the presentations. The additional time can be used for discussions related to papers presented earlier in the session.