

Instructions for Speakers at Oral Session

Speaker's Information

For brief introduction of speakers at each session, speakers are requested to submit one-paragraph biography describing their academic and professional careers and current research areas. Please submit on-line through [Submission & Registration Site](#) by April 20, 2011.

Request for Audio and Visual Equipments

Only a LCD projector (without computer) is equipped in each session room. Any additional visual equipment will be at the cost of the presenter. If you would like to request any other equipments (an overhead projector for transparencies, a video tape recorder or something like that), please contact the Program Office below.

Since there may be some incompatibility between the LCD projector and the computer, we strongly suggest that the presenter should check the connection at the session room before the first session of the day or during the lunch break.

Speakers Briefing

All the speakers are requested to come to the session room 10 minutes before the session starts and contact with the session chairpersons, who will show you final instructions. This will make the session management much smoother.

Assigned Time and Bell Indication for Presentation

	Technical Sessions (20 min each)	Organized Sessions (30 min each)
First Signal (one chime) (should end the presentation in 5 minutes)	10 minutes	20 minutes
Second Signal (two chimes) (should end the presentation and open comments and discussions)	15 minutes	25 minutes

Third Signal (three chimes) (Assigned time is over. Move to the next speaker)	20 minutes	30 minutes
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Cancellation or Alternative Speaker Assignment

If the speaker cannot attend the symposium because of an urgent matter, please contact Program Office as soon as possible. If a new speaker is assigned, send his/her Speakers Information including affiliation, address, TEL and FAX numbers.

Contact

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