

Instructions for Speakers at Oral Session

Request for Audio and Visual Equipments

In each session room, a LCD projector (HDMI-input only) with a Windows laptop PC is equipped. The presenters can bring their presentation data in USB flash memory instead of their own PC's. No additional visual equipment is available in the session room.

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 need to check the presence of the speakers in the session room and may show the final instructions to the speakers, if necessary. When the speakers are going to use their own PC's for presentation, the connection check to the LCD projector in the session room is strongly recommended beforehand or during the briefing. These will make the session management much smoother.

In case of cancellation, cancelled paper No. will be announced on the bulletin board in front of your session room at the symposium venue.

Assigned Time and Bell Indication for Presentation

In case the presentation time is 20 minutes

First Signal (one chime) (should end the presentation in 5 minutes)	10 minutes
Second Signal (two chimes) (should end the presentation and open comments and discussions)	15 minutes
Third Signal (three chimes) (Assigned time is over. Move to the next speaker)	20 minutes

In case the presentation time is NOT 20 minutes, please follow chairperson's instructions.

Cancellation for Alternative Speaker Assignment

If the speaker cannot attend the symposium because of an urgent matter, please contact the Abstract Desk as soon as possible. If a new speaker is assigned, send his/her Speaker's Information including affiliation, address, TEL and E-mail.

Contact

32nd ISTS Abstract Desk

c/o Japan Convention Services, Inc.

Email : ists2019-paper@convention.co.jp