For Chairperson of IIIAE 2016

1. Meet your Authors 10 minutes before the session starts at the presentation room during the break prior to your session.
2. Confirm the presentation style if he/she is going to use room-facilitated PC or own-PC. And if he/she wants to use his/her own PC, tell them that presentation time will be started including the connecting time and they must connect their PC and the connecting hub prior to the next presentation.
3. Announce them the ground rule as shown below:
   - ✓ The time allowed for each speaker including discussion is 15 minutes (30 min for invited talk).
   - ✓ To leave 5 minutes for discussion, and therefore presentation time span will be in 10 minutes (25 min for invited talk).
   - ✓ A time keeper will give an early warning: 2 minutes before time-up allowed of 10 minutes (25 min for invited talk).
   - ✓ The presentation time must be terminated in 10 minutes, when the time keeper gives the 2nd warning.
   - ✓ 3rd warning will be given when 15 min (30 min for invited talk) elapsed including discussion time.

Warnings by the time keeper
- 2 minutes before (finalize the presentation at this moment, 8 (23 for invited talk) min elapsed)
- 0 min (complete the time allowed for presentation, 10 (25 for invited talk) min elapsed)
- 15 (30 for invited talk) min elapsed including discussion time

4. Since the schedule is very tight, please control each presentation time strictly.
5. To encourage discussion within the limited time span. Please ask each questioner to give their Name and Organization.
6. Please stop a persistent questioner who blocks other discussion. Perhaps use a statement such as: "I suggest that you continue this discussion over coffee!"

Tomoki Shiotani
Program Chair, IAES-23 IIIAE2016KYOTO & ICAE-8