

# For Presenters of IIIAE 2016

1. Meet your Chairpersons 10 minutes before the session starts at the presentation room during the break prior to your session.
2. Noted that presentation time will be started including the connecting time if you want to use your own PC, and you must connect your PC and the connecting hub (RGB connector only) prior to your next presentation. Connecting adopter is required for Mac users.
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  
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