

The Ground Rule for Presentation

- ✓ 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