

Instruction for Oral Speakers

A PC, LCD projector, laser pointer, and microphones are provided in all the session rooms.

We strongly recommend you to bring your own PC for the presentation. In case of you cannot, please submit your Power Point file (PPT) beforehand to this e-mail address:

submission.eaiss12@gmail.com (for receiving only)

Before the session, please make sure that your data is properly displayed on the screen.

It is highly recommended that an oral presenter practice his/her talk several times prior to the presentation. The total time for each oral session speaker is 20 minutes (15 min for presentation and 5 min for discussion). The presenter must make sure he/she can complete the presentation in 15 minutes during the practice. Note that when the presenter presents to a large audience, a 15-minute presentation may take about 20 minutes to finish. For a 15 minutes speech, 20 PPT slides are enough.

A presenter is kindly requested to be in the meeting room ten (10) minutes prior to the beginning of the session. The presenter should check if the PowerPoint file works in the computer. Introduce himself/herself to the chairpersons. When the chairpersons ask a presenter to start the presentation, the presenter should please:

- (1) Start the talk immediately on the topic.
- (2) Finish the talk before the scheduled ending time. This will allow time for questions and discussion.
- (3) Listen carefully to the questions from audience and answer them briefly. If the presenter cannot answer the questions briefly, ask for a private discussion after the session.
- (4) Listen to session chair's instructions.

Instruction for Poster Presenters

Poster session will be held on November 21 from 15:50 to 16:50. To present your poster, please bring your poster (one sheet in B1 size (728 mm x 1030 mm))on Nov. 21. Poster presenters are encouraged to set up posters from 14:20 to15:50 on Nov. 21 at UMEKI Entrance Hall. Presenters are then kindly requested to remove posters by 17:15, Nov. 21.

Poster presenters must be available in front of their posters during the poster session. In order to attract a large audience to the poster, the presenter should start to give a summary of the results if there are more than four people standing around the poster. If there are fewer people around, a presenter should encourage an audience by asking: “Do you have any questions about my poster?” or “Could I explain more to you about the results shown on my poster?”

Instruction for Chairpersons

Chairpersons are required to strictly limit the duration of presentations and to moderate the discussions towards the end of each session. The total number of papers in a session will be around 2-4 but may vary from session to session. Chairs are asked to refer to the final program for more detailed information on their session. Of each 20 minutes presentation, the first 15 minutes is scheduled for presentations and the last 5 minutes for discussion. At least one question to each presenter should be prepared by the session chairs. In order to comply with the time limits the chairs are requested to follow the following guidelines:

- (1) Arrive in the session room not later than 10 minutes before the scheduled start of the session to check that all required A/V and other auxiliary equipments is ready for use. There will be two student session assistants in the room to help. The student session assistants will tell briefly chairs on whether all PowerPoint presentation files are uploaded to the conference computer.
- (2) Check whether each speaker is present.
- (3) Start the session on time.
- (4) Remind the audience to turn off their cellular phones prior to the first presentation.
- (5) Introduce each speaker briefly. (Example: " Makoto Shibahara will present the paper entitled: "The Effect of Heat Increasing Rate on Heat Transfer" that is authored and co-authored by Prof. Qiusheng Liu and Prof. Katsuya Fukuda. Makoto Shibahara is studying as a graduate student in School of Maritime Sciences, Kobe University, Japan").
- (6) Check that each speaker has the microphone correctly positioned or attached. The student session assistants will help with this task.
- (7) Stop the presentation right on time.
- (8) Make sure the next speaker is ready at the podium.
- (9) If a presenter does not appear to present a scheduled paper, then go ahead with the next presentation and use the time for additional discussion after all the presentations have been made.
- (10) During the discussion period, try to ensure that all the papers are discussed by preparing one question for each presentation.
- (11) At the end of your session, thank all speakers for their presentations and thank the audience for their participation in the discussion and for attending the session.

Instruction for Student Session Assistants

Student helper should go to the conference room 20 minutes before the session begins.

Following steps are required:

- (1) Students should prepare Laptop PC computers in the conference rooms. Students should then check the PPT projector and the computer connect and work well. Microphone is also checked.
- (2) Students should take care of the lighting throughout the sessions.
- (3) Then students should collect the PPT files from the speakers and try them first. Store them in the computer and marked their sequence.
- (4) Help the speaker get acquainted with the equipments.
- (5) During the session, when there are discussions, pass the microphone to the person who asks questions.