



Instructions for Oral Presentations

There will be 9 parallel technical sessions during ICR 2015. Most sessions will be 100 minutes long. Each session will typically consist of 5 Oral Presentations (15 min. presentation and 5min. Q&A).

ICR2015 will enforce a “non-commercialism” policy. No presentations containing commercialism will be allowed at ICR2015. Please use your company or university logo and name only on the first slide.

Language

The official languages are French and English. Speakers can choose either of them to present their work. However, the language used is generally English. No translation will be provided during the sessions.

Equipment

Oral presentations should be only presented by PC (PowerPoint etc.).

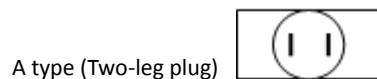
All speakers are requested to use their own laptop PC: either Windows or Macintosh.

The session rooms are equipped with a video projector. PCs must have a display output interface with a D-sub 15-pin plug. If necessary, bring an adaptor.



Speakers are recommended to bring their presentation data by a USB memory stick as a backup.

The electrical supply is 100 volts AC. Speakers are responsible for transformers and plug adapters.



Each session room has an automated timekeeper that controls a remote signal light, alerting speakers to the end of allotted time. Please explain following steps to speakers;

It starts with a Green light within 32min. during the presentation, and then changes to a Yellow light to inform 3min. left. In 35 min. from the presentation starts, the light turns to Red to announce the end of the presentation. Then, it counts up to 5min. that indicates the time for discussion. When the light changes to Yellow and Red, the buzzer sound will be beeped.

* Automated Timekeeper on both chair's desk and a podium.



The time will be on here



Speakers check-in

All speakers are requested to check in early and receive their badges and other essential conference materials at the Registration Desk. The badge is required for all the ICR activities.

Registration Desk

Place:	2F foyer, Conference Center, PACIFICO YOKOHAMA	
Open Hours:	Aug. 17 (Mon)	12:00 – 19:00
	Aug. 18 (Tue) - Aug. 21 (Fri)	8:00 – 18:00
	Aug. 22 (Sat)	8:00 – 11:00

PowerPoint slide preparation

Each speaker will have 15 minutes for his or her presentation. There will be discussion immediately after the 15-minute presentations; a common discussion may take place when all papers scheduled for the session have been presented. All speakers are thus requested to remain for the entire session.

To avoid compatibility problems and to allow the audience to view the slides easily, ICR2015 strongly recommends the use of Arial and Symbol as standard fonts for the slides. It is recommended to set the font size 18pt or larger. This applies both to the text on your slides and to the text on your figures. Please ensure that figures are sufficiently large and are readable.

Oral presentations

All speakers **MUST** meet in the room at least 15 minutes prior to the beginning of the session.

All speakers are encouraged to check your laptop with the equipment on the podium before the session starts.

Please introduce yourself to the session chair and to the other speakers in the same session.

Due to limited time, the introduction by the session chair for each speaker will be very brief. Please prepare a short note and give it to the session chair.

Please be seated at next speakers' seat.

When it is time for your presentation, go to the podium immediately when the previous speaker has finished the presentation and answered questions. You are required to plug your laptop into a video projector.

The session chair will introduce your presentation and ask you to start your presentation. Please start your presentation considering the following:

1. Start immediately on the topic and avoid another introduction by yourself.
2. Pace your talk to end at the scheduled ending time.
3. Obey your chairperson's instructions.
4. When a warning sign indicating that 3 minutes remain, start concluding your presentation.

During the time for discussion, listen carefully to the questions from the audience and answer them briefly. If you cannot answer the questions briefly, ask for a private discussion after the session.