

Instruction for Speakers and Chairs

GENERAL NOTICE FOR SPEAKERS

All speakers and session chairs (including plenaries and panels) must sign in at the ICAPP Registration Desk during registration hours.

SPEAKERS PREVIEW ROOM

A preview room for all speakers will be provided. Please visit the preview room as to check your presentation before your session.

Locations:

FUKUI Sakae, open on April 25 from 10:00 to 12:00

KYOTO Mizuho 3 Subroom, open on April 26-27 from 7:20 to 19:00, on April 28 from 7:20 to 12:00

SPEAKERS BREAKFASTS

All speakers and chairs shall participate in the Speakers Breakfasts on the day of their assigned slot.

Please bring your biography to the Speakers Breakfast and submit it to the chair of your session.

PRESENTATION TIME SCHEDULE

Speakers and chairs are requested to arrive at the designated session room at least 5 minutes prior to the scheduled starting time and confirm the presence of all speakers.

Plenary Sessions:

20 minutes including about 5 minutes for discussion

Technical Sessions:

15 minutes plus 5 minutes for discussion

TIME ALLOCATION

During the session time will be notified by chairs as follows:

- 1 beep 3 minutes before the end of speaking time
- 2 beeps at the end of speaking time
- 3 beeps at the end of discussion time

We kindly ask presenters to take a seat in the front row of the session room before the start of the session. In order to ensure the smooth operation of sessions, the Organizing Committee asks all speakers to keep to the time allocation.

EQUIPMENT

Speakers should basically bring their own PC. Please make sure that the power-saving features (sleep mode, screen saver, etc.) are deactivated. Each Session Room will be equipped with the following:

- LCD Projector (VGA Cable, DE15)
- Laser Pointer
- Microphone and Lectern

ROLE OF CHAIRS

Chairs are expected to promote and stimulate discussions.

Chairs are kindly requested to adjust the session time.

FOR PLENARY SPEAKERS

The room of Plenary and Panel Sessions in Fukui (Tenzan) and Kyoto (Mizuho 1&2) will be provided with a windows laptop computer. The specification is as below:

OS: Windows 7 Pro 64bit, English version
Software: Microsoft PowerPoint 2013, English version

When your presentation is based on a Macintosh version, please bring your own Mac.