Instructions for Oral Presentations

There will be 5 parallel technical sessions during INTELEC 2015. Most sessions will be 90 or 120 minutes long. Each session will typically consist of 4 or 5 Oral Presentations (20 min. presentation and 5min. Q&A).

Language

The official language is English. No translation will be provided during the sessions.

Equipment

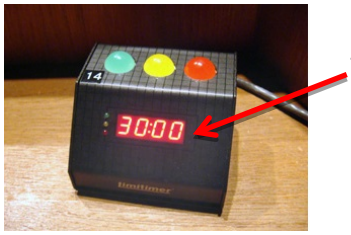
Oral presentations should be only presented by PC (PowerPoint etc.).

All speakers are requested to bring your data with USB and visit Speakers Room to drop off the data to Secretary PC. Then, the data will be uploaded to PCs in each session room.

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

It starts with a Green light within 20min. during the presentation, and then changes to a Yellow light to inform 3min. left. In 20 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.



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 INTELEC activities.

Registration Desk

Place:	8F Lobby, Swissôtel Nankai Osaka	
Open Hours:	Oct. 18 (Sun)	12:00 – 19:00
	Oct. 19 (Mon) - Oct. 21 (Wed)	7:00 – 18:00
	Oct. 22 (Thu)	7:30 – 12:00

Speakers' Breakfast

There will be Speakers' Breakfast for speakers to remind the presentation instruction. Please take part in the designated date below.

For Speakers who will make a presentation on Monday and Tuesday:

Oct. 19 (Mon) 7:00 – 8:00 at Naniwa C&D (8th Floor)

For Speakers who will make a presentation on Thursday:

Oct. 22 (Thu) 7:00 – 8:00 at Fuyo (7th Floor)

PowerPoint slide preparation

Each speaker will have 20 minutes for his or her presentation. There will be discussion immediately after the 20-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, INTELEC2015 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.

PDF data of presentation slides preparation

After the conference, INTELEC2015 organizer welcomes all participants to show and download your presentation slides on INTELEC2015 official website. Please reply by Acceptance Form and tell us if you could accept with this or not. If you check "no," your presentation data will not be on our website. Acceptance Form will be distributed at Speakers' Breakfast.

For PDF data, please change the PowerPoint slide data to PDF data and bring it to Speakers Room. If you do not wish to include some information on your slides, you can omit the part and upload the part which you can show to participants.

Speakers Room

All speakers are requested to visit Speakers Room 30 minutes before your session starts. Please drop off your presentation data to Secretary PC in order to upload it to PCs in each session room.
If you could not make it on time, please directly go to the session room and upload the data to a PC in the room.

Speakers Room

Place:	7F Katsura, Swissôtel Nankai Osaka	
Open Hours:	Oct. 18 (Sun)	12:00 – 19:00
	Oct. 19 (Mon) – Oct. 20 (Tue)	7:00 – 18:00
	Oct. 21 (Wed)	7:00 – 12:00
	Oct. 22 (Thu)	7:00 – 12:00
Uploading Data:	1) PowerPoint slides	
	2) PDF data of PowerPoint slides	

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 data 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 biography of yours and send it to Conference Secretariat by ***Friday, October 9.***

Please be seated at next speakers' seat.

When it is time for your presentation, please go to the podium immediately when the previous speaker has finished the presentation and answered questions.

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 bell 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.