EMC'14/Tokyo
Information for Presenters and Session Chairpersons

1. The presenters and session chairpersons (chairs) must gather in the scheduled session room before the start of the session, so that the chairs can confirm the presenters' names and the paper titles.

2. The time length of a presentation is **20 minutes**, including a 5-minute discussion. The chairs should be timing each presentation to finish the session at the scheduled time, reminding the presenter orally or by ringing a bell.

3. Each session room will be equipped with a computer and an LCD projector (with the aspect ratio "4:3"). The operating system for the session room computer will be Microsoft Windows 7, with Microsoft Power Point 2013 and Adobe Reader XI installed. All the presentation materials need to be compatible with these applications.

4. Each session room computer will be equipped with USB ports to read a USB flash memory stick. The presenter must load the presentation file by him/herself onto the computer through the media. The presentation file should be named using the Presentation Number and the presenter's family name; if the presentation number is "13A1-H1" and the presenter's name is "Suzuki," the file name should be "13A1_H1_Suzuki.ppt." Put underscores (_) instead of hyphens (-) for the file name. The file should be copied into the folder of the session, which should be found on the desktop of the session room computer. The presenters should load the presentation data onto the session room computer during the break time before the session.

5. In general, it is not recommended for presenters to connect his/her own computer to the projector in the session room. Note that no additional time will be allotted for making or undoing such connections. If you exceptionally need to do this, you should do a "test" on connecting your computer to the projector at the "Preview Booths for Presenters" in the symposium venue (see "7" below), prior to the start of your session. Note that the computer must have a socket for an RGB connector (D-sub 15) to be plugged in, but not all computers are to be connected to the projector at the symposium site. You should bring the presentation data in a USB flash memory stick just in case.

6. No overhead projector for transparencies will be prepared.

7. We will set up "Preview Booths" for presenters on the 2nd floor of Hitotsubashi Hall, the symposium venue, where presenters can rehearse and check their presentations. In case you bring your own PC, you should check before your session whether your PC can be properly connected to the LCD projector.

8. The main responsibilities of the chairs are to introduce the presenters, moderate discussions, keep the session on schedule, and record "no-show" papers, if any. There will be two members of Session Assistant Staff in each session room. The chairs can ask them to time each presentation, if necessary.

9. In case any of the presenters does not show up (no-show), the chairs should not advance or change the order of presentations. They should hold the session for 20 minutes, and keep the schedule for the rest of the presentations unless otherwise specified by the EMC'14/Tokyo Technical Program Committee and/or the EMC'14/Tokyo Secretariat. The chairs may fill the time slot with a discussion or have a short break declaring the time for restart. The chairs should also record the no-show presenters on the "Session Report" sheet, which will be provided at the session room and collected by the Session Assistant Staff at the end of the session.