

Instructions for Speakers at Oral Session

July 9th, 2025

Presenters are requested to read the following contents carefully.

Request for Audio and Visual Equipment

An LCD projector is equipped in each session room. Each Presenter connects their PC to the LCD projector at the venue to make their presentation. No additional visual equipment is available in the session room.

Speakers Briefing

All the speakers are requested to come to the session room 10 minutes before the session starts and contact with the session chairpersons, who need to check the presence of the speakers in the session room and may show the final instructions to the speakers, if necessary. You must be wearing a badge to enter the session venue. Please wear your badge in a visible position. The connection check to the LCD projector in the session room is strongly recommended beforehand or during the briefing. These will make the session management much smoother.

In case of cancellation, cancelled paper No. will be announced on the confit system. Also, it is announced on the bulletin board in front of your session room at the symposium venue.

Assigned Time and Bell Indication for Presentation

Each presentation lasts 20 minutes, roughly 15 minutes for the presentation and 5 minutes for the discussion. A bell will be rung once to signal that 10 minutes have passed, and twice to signal that 15 minutes have passed. If you go over the time, the chair will decide when to end your presentation.

First Signal (one chime) (should end the presentation in 5 minutes)	10 minutes
Second Signal (two chimes) (should end the presentation and open comments and discussions)	15 minutes
Third Signal (three chimes) (Assigned time is over. Move to the next speaker)	20 minutes

For the student session, the presentation is 10 minutes, and the discussion is 5 minutes.

Cancellation for Alternative Speaker Assignment

If the speaker cannot attend the symposium because of an urgent matter, please contact the ISTS Paper Desk as soon as possible. If a new speaker is assigned, send his/her Speaker Information including affiliation, address, TEL and E-mail.

Contact

35th ISTS Paper Desk

Email : secretariat@ists.ne.jp