

# Guidelines

## **General Information**

- Registration is required to attend the conference. Wear a name tag in the venue.
- Recording and taking photographs of any presentations are prohibited.
- The information in the abstract book cannot be forwarded to others including SNS without permission from the author.
- All participants are requested to follow instructions from chairs for smooth operation.
- If you have any questions, please ask Student Organizing Committee.
- It is understood that all participants agreed to follow the guidelines described here.

## **To Presenters**

- You have 12 min for presentation followed by Q&A for 3 min. Keep your allocated time.
- Presentation will be conducted by using PPT or PDF.
- Enter the session room by 15 min before the session starts, and upload your file to the PC in the session room.
- Timekeeper will ring the bell to let you know the time; one bell at 10 min, 2 bells at 12 min, 3 bells at 15 min.
- Presentations are conducted according to the schedule. When a presentation is cancelled, next presentation will not start till the assigned time. Otherwise, follow the instruction from the chair.

## **To Audience**

- In the session room keep your cellphones in silent mode or turned off.
- When you ask a question in Q&A, tell your name and affiliation first.