The International Power Electronics Conference -ECCE Asia-
(IPEC-Hiroshima 2014 -ECCE ASIA-)
Instructions for Session Chairpersons

1. General Information
Session chairpersons are requested to adhere to the time schedules for the technical sessions.
At least ten minutes before the oral sessions start, chairpersons should be seated in the chairperson's seat located on the right of the front row.
At least ten minutes before the beginning of the poster sessions, they should verify that the correct poster boards have been assigned to their sessions and confirm that all posters have been set up.

 * **"No Show Papers" will not be included in IEEE Xplore.**

2. Time Management
Oral Presentations
All speakers have 25 minutes for their presentations, including time for computer preparation, questions, and discussion.
A typical presentation will include two minutes for PC preparation and the speaker's introduction by the chairperson, and the remaining 23 minutes for the actual presentations including approximately five minutes of Q&A/discussion.

All sessions must run on time. This means chairpersons must:
- start them on time
- keep each paper presentation on time
- cut off questions if they run too long
- if a speaker fails to show up, call a recess for that time slot and resume the session at the scheduled starting time for the next paper presentation

Equipment: chairpersons should familiarize themselves with the following arrangements:
- each room is equipped with a video projector
- speakers must bring their own PC and operate it by themselves
- a laser pointer is available in each room

Poster Presentations
During the scheduled core time of the presentations, all assigned speakers should be present in front of their poster boards and be prepared to explain them. The chairpersons are responsible to determine whether posters have actually been presented.

	Poster Set-up	Presentation	Poster Removal
Poster Session 1: May 19 (Mon.)	9:00-11:35	12:30-14:00	14:20-15:00
Poster Session 2: May 21 (Wed.)	9:00-11:35	12:35-14:05	14:25-15:00

*The core times for the presentations are assigned by program numbers in the following manner:

May 19 (Mon.)	**Odd numbers:**	**12:30-13:15**
	Even numbers:	**13:15-14:00**
May 21 (Wed.)	**Odd numbers:**	**12:35-13:20**
	Even numbers:	**13:20-14:05**

3. Before the Session
For the oral sessions, chairpersons must meet the speakers ten minutes prior to the sessions in the designated session room. They should also inform the conference staff in charge of the session room of their presence.
With the conference staff's support, review the session's procedures, demonstrate the audio equipment, and verify that all speakers have brought PCs. Back-up PCs are available in the session room, if required.

4. During the Session
Briefly introduce the speakers before their presentations based on the biographies they prepared themselves. Chairpersons are responsible for adhering to the allotted time to ensure smooth operation of the entire program. Presentations may be cut if they significantly overrun. After a speaker is finished, switch to the question and discussion time. Encourage audience participation. Prepare a few questions, if needed.

If a presentation is canceled, the allocated time may be effectively used for additional discussion or break time. Please restart the next presentation at the scheduled time.
Do *not* alter the timetable.

Conference staff will be assigned to every session room to assist speakers with computers, turning on the lights, and supporting the chairpersons. They can solve problems.

5. After the Session
The chairpersons of all the sessions including the poster sessions are requested to complete questionnaires about their sessions and to return them to the staff before leaving the session room.

6. Speakers' Meeting
All speakers (oral and poster sessions) and session chairpersons are requested to attend the speakers' meeting on the day of the session that they will present or chair. The meeting will feature a complimentary breakfast or lunch.
At this briefing, oral session chairpersons should collect speaker biographies to introduce at the beginning of each presentation.
Individuals with oral sessions in the morning should attend the breakfast meeting; those with afternoon or poster sessions should attend the lunch meeting.
Tables will be reserved for speakers and chairpersons.

Speakers' Breakfast Meeting: Oral			
Date	Briefing/Speakers' Breakfast	Place	Note
May 20 (Tue.)	7:30-8:20	Himawari B2 Floor, International Conference Center Hiroshima	Main Entrance of International Conference Center Hiroshima opens at 7:30 am every day**
May 21 (Wed.)			

*Speakers' Breakfast is for the oral sessions in the morning.
** For security precautions, name tags are required to enter the building/convention center.
   If you didn't receive a name tag before the Speakers' Breakfast Meeting, please print out a participant pass, which is available on the official web site.

Speakers' Lunch Meeting: Oral		
Date	Briefing/Speakers' Lunch	Place
May 19 (Mon.)	12:00-12:45	Himawari B2 Floor, International Conference Center Hiroshima
May 20 (Tue.)	12:20-13:05	
May 21 (Wed.)	12:05-12:50	

*Lunch Boxes will be available.

Speakers' Lunch Meeting: Poster			
Date	Briefing	Speakers' Lunch	Place
May 19 (Mon.)	12:10-12:20	12:00-12:30	Himawari B2 Floor, International Conference Center Hiroshima
May 21 (Wed.)	12:15-12:25	12:05-12:35	

*Lunch Boxes will be available.