The International Power Electronics Conference -ECCE ASIA-
(IPEC-Hiroshima 2014 -ECCE ASIA-)
Instruction for Oral Sessions

Time Allocation for Presentations

Oral presentations are allocated 25 minutes. A typical presentation includes two minute for preparation and introduction of the speaker by the chairperson, and 23 minutes for the main presentation, including approximately five minutes of Q&A/discussion.
The session times of the presentations are listed in the program book.

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

Audio Visual Equipment

Oral presentations should only be presented by PC (PowerPoint etc.).
All speakers are requested to use their own laptop PC: either Windows or Macintosh.

The session rooms are equipped with a video projector. PCs must have a display output interface with a D-sub 15-pin plug. If necessary, bring an adaptor. No overhead projectors may be used.
Presenters are recommended to bring their presentation data by a USB memory stick as a backup.
The electrical supply is 100 volts AC. Presenters are responsible for transformers and plug adapters.
Speakers should note the following:

1. Arrive at the session room and inform the conference staff at least 15 minutes before the session starts.
2. When your turn is next, go to the next speaker's seat in the front row of the session room.
3. When it is your turn, bring your PC to the podium and start your presentation after being introduced by the chairperson. Turn off all power-saving features (sleep mode, screen saver, password, etc.) before starting your presentation.
4. After the presentation, disconnect the cable, and remove your laptop.

PC Check

We strongly recommend that the presenter should check the connection or compatibility of your PC with the video projector in the session room during the break time before your presentation. Projectors are also available at the Self Preview Corner (PC Check Room).

Hours of PC Check Room:
Monday, May 19   13:00-16:00
Tuesday, May 20   8:00-18:00
Wednesday, May 21   8:00-17:00

Speakers' Breakfast/Lunch Meeting

All speakers and session chairpersons are requested to attend the Speakers' Meeting on the day of the session at which they will present or chair. A complimentary breakfast or lunch will be available at the meeting.

Those with morning sessions should attend the Breakfast Meeting; those presenting in the afternoon should attend the Lunch Meeting.

At this meeting, submit a written biography (100-200 words) to the session chairperson so that he/she can briefly introduce the speaker at the beginning of your presentation. A biography form is provided at the end of this document.

Tables will be reserved for speakers and chairpersons.

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

*The Speaker's Breakfast is for the morning Oral Sessions.

** 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**	<u>Himawari</u> 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.

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Speaker's Biography

Program Number		
Name	Family name	Given name
Affiliation		
Paper Title		
Biography (100-200 words)		

*Please submit this form to the chairperson of your session at the Speakers'
Meeting.