

**The International Power Electronics Conference -ECCE Asia-
(IPEC-Sapporo 2010)
Instructions for Session Chairpersons**

1. General Information

Session chairpersons are requested to keep the technical sessions running on time.

For oral sessions, you are requested to be seated at the chairperson's seat that is located on the right side of the front row at least 10 minutes prior to the start.

For poster sessions, please go around the poster boards that are assigned to your session to confirm if all posters are set up at least 10 minutes before the beginning.

2. Time Management

[Oral Presentation]

Each speaker has 25 minutes for the presentation including the time of the questions and discussion.

A typical presentation has 2-minutes for PC preparation and introduction of the Speaker by the Chairperson, and 23 minutes for presentation including approx. 5 minutes of Q&A / discussion.

It is important that all session runs on time. This means:

- start the session on time
- keep each paper on time
- cut off questions if it runs too long
- if a speaker fails to show up, call a recess for that time slot and resume by starting the next paper at the scheduled time

Equipment: Chairpersons should be familiar with the arrangements.

- each room is equipped with a LCD projector
- a speaker will bring his/her own PC and operate it by him/herself
- a laser pointer is available in each room

[Poster Presentation]

During the scheduled core time of presentation, all speakers should be present in front of the poster boards and be capable of explaining it. Chairpersons have the responsibility of determining whether papers have actually been presented or not.

	Poster Set-up	Presentation	Poster Removal
Poster Session 1: Jun. 22 (Tue.)	8:15-11:35	12:00-13:30	13:30-14:00
Poster Session 2: Jun.23 (Wed.)	8:15-11:20	11:30-13:00	13:00-13:30
Poster Session 3: Jun.24 (Thu.)	8:15-11:20	11:30-13:00	13:00-13:30

*Core time for presentation is assigned according to your poster number in the following manner:

**Odd Numbers: 12:00 - 12:45 on Tuesday
11:30 - 12:15 on Wednesday and Thursday**
**Even Numbers: 12:45 - 13:30 on Tuesday
12:15 - 13:00 on Wednesday and Thursday**

3. Before the Session

For oral sessions, please meet the speakers 10 minutes prior to your session in a designated session room. Also, please declare of your attendance to the conference staff in charge of the session room. With the conference staff to support you, please review the procedures of the session, demonstrate the audio equipment and make sure all speakers bring their PC. If someone does not have it, please let the staff at your session room to bring a backup PC.

4. During the Session

Please introduce a speaker briefly before the presentation in accordance with the biography prepared by the speaker.

Chairpersons are responsible for keeping the allotted time, since it is vital to ensure smooth operation of the entire program. You may cut the presentation if it is going to significantly overrun. After the speaker's talk ends, please switch to the question and discussion time. Please encourage the audience to join in this part. In case no one throws a question, it is preferable to prepare a few questions by chairpersons.

In case of cancellation of a presentation, the allocated time may be effectively used for an additional discussion or brake time. Please restart the next presentation at the scheduled time. Please do NOT shift the set timetable.

Conference staffs will be assigned in every session room to assist speakers in operating the computer, run the light and support chairpersons. Please request them for cooperation if you have any problems.

5. After the Session

The chairpersons of all the sessions including the poster sessions are requested to fill in a questionnaire sheet about your session. Please return it to the staff before leaving the session room.

6. Speakers' Meeting

All speakers (Oral session and Poster session) and session chairpersons are requested to attend the Speakers' Meeting on the day of the session that you will present or chair. There will be complimentary breakfast or lunch at the meeting.

At this briefing, Oral Session Chairpersons are requested to collect biography of the speakers to make introduction at the beginning of each presentation.

If you have an oral session in the morning, please attend the Breakfast Meeting. If in the afternoon or poster sessions, please attend the Lunch Meeting.

Tables will be reserved for speakers and chairpersons.

Speakers' Breakfast Meeting <Oral>			
Date	Briefing / Speakers' Breakfast	Place	Note
June23 (Wed.)	8:00-9:00	<u>Restaurant SORA</u> 1st Floor Sapporo Convention Center	Main Entrance of Sapporo Convention Center opens at 7:30 am every day
June24 (Thu.)			

Speakers' Lunch Meeting <Oral>		
Date	Briefing / Speakers' Lunch	Place
June22 (Tue.)	11:45-12:45	<u>Main Hall</u> 1st Floor Sapporo Convention Center
June23 (Wed.)	11:30-12:30	
June24 (Thu.)		

*A Lunch Box will be available.

Speakers' Lunch Meeting <Poster>			
Date	Briefing	Speakers' Lunch	Place
June22 (Tue.)	11:50-12:00	11:45-13:45	<u>Main Hall</u> 1st Floor Sapporo Convention Center
June23 (Wed.)	11:20-11:30	11:10-13:30	
June24 (Thu.)			

*A Lunch Box will be available.

Thank you for your cooperation for the IPEC 2010.