

**The International Power Electronics Conference -ECCE Asia-  
(IPEC-Sapporo 2010)  
Instruction for Oral Sessions**

**Time Allocation for Presentation**

Contributed oral presentations are allocated 25 minutes for the presentation and the questions and discussion. A typical presentation has 2-minutes for preparation and introduction of the Speaker by the Chairperson, and 23 minutes for presentation including approx. 5 minutes of Q&A / discussion. Session times are listed in the program book to permit attendees to select the presentations they wish to attend.

**Audio Visual Equipment**

Oral presentations should be presented by PC (PowerPoint etc.) only.

All speakers are requested to make a presentation using their own laptop PC. You may use either Windows PC or Macintosh PC.

The session rooms are equipped with a LCD projector. Your PC should have display output interface with D-sub 15-pin plug. If your PC does not have this type of connector, please bring the necessary adaptor with you. No over-head projectors can be used.

Please bring your presentation data by CD-R or USB memory for back up in case of PC troubles. Electrical supply is 100 volts AC. Please bring necessary transformers and plug adapters.

1. Please arrive at the session room and declare your attendance to the conference staff at least 15 minutes before the session starts.
2. Please be seated in the next speakers' seat in the front row of session room when the prior presentation began.
3. When it becomes your turn, bring your PC to the podium for set-up, then start your presentation when introduced by the Chairperson... Please be sure that all the power-saving features (sleep mode, screen saver, password, etc.) are turned off before stating presentation.
4. After the presentation, disconnect the cable and remove your laptop for the next presentation.

**Data Check**

We strongly recommend that you check PC connection or its compatibility with projector in the session room during break time before your presentation. A couple of projectors are also available at the Self Preview Corner (next to the Internet Corner in the Main Hall) for this specific purpose.

Open Hours of Self Preview Corner:

Monday, June 21	13:00-19:00
Tuesday, June 22	8:30-18:00
Wednesday, June 23	8:30-18:00
Thursday, June 24	8:30-18:00

**Speakers' Breakfast/Lunch Meeting**

All speakers 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.

If you have a session in the morning, please attend the Breakfast Meeting. If you are presenting in the afternoon, please attend the Lunch Meeting.

At this meeting, please submit your written biography (100-200 words) to the session chairperson so that the chairperson can make a brief introduction of you at the beginning of your presentation. A biography sheet is at the end of this instruction.

Tables will be reserved for speakers and chairpersons.

Speakers' Breakfast Meeting			
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.)	<b>11:45-12:45</b>	<u>Main Hall</u> 1st Floor Sapporo Convention Center
June23 (Wed.)	<b>11:30-12:30</b>	
June24 (Thu.)		

\*A Lunch Box will be available.

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**Speaker's Biography**

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

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