

The 2018 International Power Electronics Conference -ECCE Asia- (IPEC-Niigata 2018 -ECCE Asia-) Instruction for 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

All poster presenters are required to check in at the "Poster Speaker's Desk" located in the poster room with their name badges before presentation core times.

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.

The papers without check in and presentation during the core times will be handled as "No Show Papers" and not be included in IEEE Xplore.

		Poster Set-up	Presentation	Poster Removal
Poster Session 1:	May 22 (Tue.)	8:00-12:00	13:00-14:20	15:00-17:00
Poster Session 2:	May 23(Wed.)			

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

Odd Numbers: 13:00 - 13:40

Even Numbers: 13:40 – 14:20

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 **report no show papers**. Please return them to the staff before leaving the session room.

6. Speaker's Breakfast Meeting

All oral speakers and session chairpersons are requested to attend the Speakers' Breakfast Meeting on the day of the session that they will present or chair.

At this briefing, oral session chairpersons should collect speaker biographies to introduce at the beginning of each presentation.

Tables will be reserved for speakers and chairpersons and a complimentary breakfast will be available at the meeting.

Speakers' Breakfast Meeting: Oral Sessions		
Date	Briefing/ Speakers' Breakfast	Place
May 21 (Mon.)	7:40-8:40	<u>TOKI</u> 4F, Hotel Nikko Niigata
May 22 (Tue.)		
May 23 (Wed.)	7:20-8:20	
May 24 (Thu.)		