

# OECC/PSC 2019

## Instruction for Session Presiders

All presiders are required to register for participation in OECC/PSC 2019.  
 Please pick up your name tag at **REGISTRATION DESK** on the first day of your attendance.  
 Please check in at the operation desk in the session room and be seated at the "Next Chair's Seat" 15-min. before your session start.

### Session Room (4F)

Session Room  
 Room A (405+406), Room B (409+410), Room C (402+403),  
 Room D (414), Room E (413), Room F (412) and Room G (411)

### Presentation Time

	Presentation	Discussion	TOTAL
<b>Plenary</b>	45 min.		45 min.
<b>Tutorial</b>	60 min.		60 min.
<b>Invited Papers</b>	25 min.	5 min.	30 min.
<b>Oral Presentations</b>	12 min.	3 min.	15 min.
<b>Post-Deadline Papers</b>	TBA in the acceptance notice (email and website)		

\*Time allocation for Workshops will be informed to each Speaker separately.

**Caution (Bell)** Operation staff in the session room will ring according to the following timing.

<Invited Papers>

After a lapse of ···	Caution	
20 min.	Once	Caution
25 min.	Twice	End of Speech
30 min.	3 times	End of Discussion

<Oral Presentations>

10 min.	Once	Caution
12 min.	Twice	End of Speech
15 min.	3 times	End of Discussion

<Plenary and Tutorial> *No caution.*

### Equipment

Speakers are recommended to use their own laptop for their presentation.  
 If they are unable to use their own laptop, they will bring a copy of his/her Presentation Data stored on a USB storage device and use a backup laptop provided at the operator's desk.  
 \* If presentation data is made by Macintosh, speakers are required to bring their own laptop.

OS and Applications of backup laptop  
 OS: Windows 10 pro (Japanese Ver.)  
 Applications: Power Point only (Version: 2007 / 2010 / 2013 / 2016)  
 Movies: Windows Media Player (Sound function will not be available.)  
 Fonts: Windows standard fonts

### Oral Session Procedures

- 1) Please be seated at the "Next Chair's Seat" at least 15 minutes prior to your session.
- 2) At the scheduled time, please start your session.
- 3) Please conduct the session as scheduled. Do not change the order nor forward the next presentation when "no-show" occurs.

We would appreciate your kind cooperation to run the program smoothly.