

INSTRUCTIONS FOR APCC2008 SESSION CHAIRS

Dear APCC2008 Session Chairs,

Thank you for accepting to chair a session at APCC 2008. Below you can find all the necessary information for running the session smoothly.

Note that the duration of presentations as well as information on full papers is only valid for Regular Technical Sessions. Panel session may have a different duration of time reserved for presentations.

Key Issues

- All presentations are allocated 20 min in total including speaker introduction, presentation and questions
- Paper order changes not allowed
- No-shows are substituted by breaks (20 min) and/or free discussion, i.e., keep the original time table and paper order

Before the Symposium

The final technical program of APCC 2008 is available at:

http://www.apcc2008.ieice.org/program/apcc2008_program.pdf

Schedule at a glance is shown at:

<http://www.apcc2008.ieice.org/files/schedule.pdf>

Please make sure the session time. Note that the starting time of the morning sessions on Oct. 16 is 8:50am, instead of 9:00am.

The general instructions given for oral presentations are available at:

<http://www.apcc2008.ieice.org/files/oral.pdf>

At the Conference

Please inform at the registration desk that you have arrived at the venue and confirm to chair the assigned session.

Please arrive in the conference room at the latest 15 minutes before the start of the session in order to meet the speakers. Before the session starts each speaker must upload his/her presentation to the conference room computer and check that the file opens correctly. Only for very special needs, usage of presenter's own laptop is allowed.

The speakers have been asked to prepare a short biography that you should ask for before the beginning of the session.

Paper order changes are not allowed within sessions.

Please introduce yourself and the session before the first speaker is scheduled to begin, and make any possible announcements. You should be introducing the first speaker at the time the session is supposed to begin. Please do not wait for people arriving late to the session.

Each oral presentation has been given a time slot of 20 minutes, including questions and handovers. This means that the speech must be at most 15 minutes long in order to allow questions and discussion after the presentation.

You must make sure that the 20-minute slot is not exceeded. Please agree with the speakers on a sign to warn them about their time coming to an end. If a speaker still continues to speak after the 20-minute time slot, you must interrupt them. If during the session a speaker has difficulties setting up the equipment, that time must be taken off from his/her time slot.

If a paper is not presented, please do not change the ordering of the papers, or start the following presentation early. Instead, fill in the gap by taking additional questions or comments, or by having a break. Because delegates may move between sessions, they should be able to rely on presentations starting as indicated in the Final Program. If a speaker arrives late to the session and misses his/her time slot, he/she also misses the chance to present the paper. In case of problems related to the technical sessions during APCC2008, please contact the 2F Registration Desk or send email to me.

We look forward to meeting you in Akihabara, Tokyo, soon.

Best regards,

Iwao Sasase, APCC2008 TPC Chair: sasase@ics.keio.ac.jp