The 1ˢᵗ COE-INES International Symposium, INES-1

A.   Information for Oral Paper Presenters

Presentation time

Each paper will be presented with allocated time: **20** minutes for a contributed paper and **30/40** minutes for an invited paper according to the program.

Time for introduction of the speaker and discussion after presentation is separately controlled by session chairpersons.   Thus, the allocated time of **15** min. or **25/35** min. is totally used by the presenter for the net presentation.   Presenters are requested to finish presentation within the allocated time.

Session room

The conference rooms for oral presentations will be *Room A(AKEBONO)*, *Room B(AOZORA)*.   The opening and closing sessions will be at *Room A(AKEBONO)*.

Projection Equipment & Contribution Formats

Overhead projector (OHP) for A4 or US letter size transparencies.
Electronic PC base projector (recommended) is also available.   **The presenter should pass the presentation material (Power Point file or PDF file) stored in the CD-R or USB pendrive to the corresponding person at the reception desk up to the morning of the scheduled presentation day**.   **We strongly encourage speakers to use the Conference computers rather than their own.**   The contributions should be made available to the Session Chairpersons at least 30 minutes prior to the beginning of each Session.   In addition, it is recommended that electronic presentations be tested on a Conference computer well in advance of the scheduled session to avoid any unwanted surprises.   It is recommended for the presenter to carry his/her laptop PC and to bring backup material in case that the Conference computer does not work well.
Projection screen.   Two projection screens will be available.   One is only for OHP.
Pointer.   A laser pointer will be available.
Podium and/or lapel microphones will be provided.

Guidelines for effective oral presentations

Please prepare your presentation carefully, ensuring that your viewgraphs will be attractive, readable and understandable.   It is important to remember that the audience must be able to read the viewgraphs when projected on a screen form a distance of up to 20m.   It is strongly recommended to use the fonts of 20 point or larger for the viewgraphs.   **Please do not project only submitted papers on a screen.   Such a presentation would embarrass the audience**.

Chairpersons

Two Chairpersons will be assigned to each oral session.   Their role is to ensure that sessions are active and run smoothly through the time dedicated to the session.

The Chairpersons are required to be present in the session room at least **15** minutes prior to the beginning of the session.   Each speaker is asked to make him/herself known to the Chairpersons during this time so that the session organizer can confirm your presence and readiness.

Chairpersons start with an introduction of the speaker and are responsible for making the session smooth and active.   Time keeping is one of the important roles for the Chairpersons.   After the presentation, Chairpersons encourage and promote active discussion between the speaker and audience.   When the speaker has any trouble in his/her presentation, the chairs will assist and help the speaker.

The Chairpersons are requested to prepare speakers' brief biographical information before the session starts.

Chairpersons' meeting including continental breakfast will be provided at 8:00–8:30 in the every morning between November 1 and 4 for the corresponding chairpersons scheduled on the day.   The meeting place will be announced at the reception desk.

B. Information for Poster Session Authors

Schedule information

Poster session is scheduled for 105 minutes **between 15:45 and 17:30 of November 3**. The specific session assignment for each presentation is listed in the conference program.

Session room

The rooms for poster session will be ***Room B(AOZORA)***, which is one of the conference rooms for parallel sessions.

The individual poster-board will bear a placard that identifies by paper number which presentation should be displayed at that particular station. **When setting up your presentation, please be sure that the station number matches your paper number**. Please endeavor to have your poster set up well **between 14:00 and 15:30** of the scheduled presentation day. **At the completion of poster session, presenters are kindly asked to remove their displays by 18:30**, since others in subsequent sessions will need to have access the room.

Items furnished by the organizing committee

Poster board: The poster board provided is free standing, and measure **0.9m in width by 1.8m in height**.   One board will be provided for each presentation.   Please plan the layout of your presentation accordingly.
The boards are constructed from a soft material that is suitable for mounting poster materials with push-pins and thumbtacks. **Glue is prohibited to use for fixing posters on a board.   Tape will not work well.**

Supplies: The organizing committee provides push-pins.

Audio-Visual equipment: If authors would like to use contemporary audiovisual devices as a supplement to their poster presentations, please inform the secretariat of the device before **15 October, 2004**.   The electrical service at the conference site is 100V, 50Hz.

Guidelines for effective poster presentations

The advantages of poster sessions are the reduction of scheduled conflicts due to simultaneous sessions and the availability of authors for substantive discussion with interested attendees.   Authors can exhibit photographs of their apparatus, research results, graphs, etc., at a poster session.   They can display key substances, hand out published papers, and explain points in any amount of detail requested.   All this may be done individually or in small groups.   The poster format also permits two or more authors to be presented.   Occasionally, the informal exchange leads to the authors themselves learning about relevant new work done elsewhere.   It is important to recognize that the poster session concept is a replacement for the oral presentation method, and is the primary means of presenting papers at INES-1.   Quality and scientific merits of poster sessions are expected to be superior or at least equal to the oral ones.

Drawings, charts, and figures displayed on the poster board should be of high quality. It is important to remember that the audience must be able to read the presentation materials from a distance of about 1.5m while they are standing in a group.   Hence, all presentation materials should be simple and easy to read, and type sizes utilized in the presentation should be selected accordingly. **Please do not paste only submitted papers on a board**.

Title: The title banner gives the paper title along with the authors' names and affiliations.   The title should use lettering at least 1.5cm high (64 point).

Authors' photograph: It is useful for helping audiences identify the author of poster presentations, if a photograph of the author (and co-authors) is placed near the top of the poster.

Author absence from poster: Presenters are expected to be in attendance at their poster for the duration of their respective session.   However, it may become necessary for a presenter to be absent from his/her presentation station for a brief period of time, such as discuss other posters in the same session.   This may be accomplished during the poster session if the author finds a period where there are no visitors.   If this occurs, and the author has no co-author present, he or she should 1) notify a nearby author of

his or her intended whereabouts, 2) leave a note on the poster board indicating his or her intended whereabouts, and 3) return within 10 minutes. If there is nobody presenting the poster during the session, the organizing committee may refuse to include the paper in the proceedings.