

The 8th International Conference of the Eastern Asia Society for Transportation Studies
INSTRUCTIONS FOR PRESENTERS

1. SPECIAL TECHNICAL SESSIONS AND TECHNICAL SESSIONS

1.0 PRESENTATION TIME

Your presentation time is **12 minutes**.

As the chairperson is responsible for organizing your session, your presentation time may be changed by his/her instruction. You are kindly asked to follow it.

1.1 PRESENTATION TOOLS

You are requested to make your presentation by Microsoft PowerPoint.

A LCD projector and a laptop computer (with Microsoft Windows XP and PowerPoint 2007) will be prepared in each session room. To install your presentation file in the computer, please put your file in a CD-ROM and bring it to the venue before your session starts. Other media like a USB memory can be used at your own risk.

You can use your computer for your presentation, with a connection cable prepared in the room. If you want to use your computer, inform the chairperson and the staffs, please. Your cooperation will be greatly appreciated.

1.2 ON-SITE PREPARATION

For on-site preparation, you are requested to come to the venue **15 minutes** before your session starts. Upon your arrival, pass the CD-ROM of your presentation to the chairperson or the staffs, ask them to install your presentation in the computer and check whether your presentation works well.

During the session, in order to save the time, you are requested to be seated at the designated seat.

If you are concerned about the copyright of your presentation file, you can delete your file by yourself after your session ends.

2. POSTER SESSIONS

2.0 GENERAL NOTICE

Advertising, sales and promotions in any form are strictly prohibited.

2.1 PRESENTATION TIME

During your session, you are requested to give an explanation about your poster at any occasion. So you are kindly asked to stay beside your poster.

2.2 PRESENTATION TOOLS

You will be provided one board for **A1 size (841mm x 594mm)** and a small desk. You are requested to print out and bring your poster of A1 size by yourself. On-site printing will not be available.

2.3 ON-SITE PREPARATION

You are requested to put your poster on the board of your paper ID number **15 minutes** before your session starts. Scotch tape and drawing pins will be available at the venue.

After your session ends, you are kindly asked to remove your poster by yourself. Your cooperation will be greatly appreciated.