INSTRUCTIONS FOR CONFERENCE PARTICIPANTS

PARALLEL SESSIONS

Equipment and Time Frame

A computer (MS Windows environment) will be available in each room. Session participants can use either PowerPoint (.ppt or .pptx) or Portable Document Format (.pdf) for their presentations. Conference staffs will be happy to assist in resolving any technical issues. However, connecting personal laptops is not encouraged. The time available for each paper is 30 minutes, including 20 minutes for presentation, 5 minutes for discussant's comments, and 5 minutes for the authors' responses and a general discussion.

Presenters and Discussants

Presenters and discussants ought to finish uploading their files to the computers 10 minutes prior to the beginning of a session. Common file names such as EAAERE or 2015 should not be used to avoid overwriting other people's presentation. Discussants are expected to provide a brief and focused comment. Any detailed suggestions can be passed on to the presenters after the session, in written form if preferred.

Chairs

Chairs are invited to come to the room 10 minutes prior to the beginning of a session. They will introduce the session and speakers, make sure the presentation proceed as scheduled, and guide the discussion from the floor following paper presentation. In each session, the chair is programmed to be the presenter of the last paper. In case the scheduled chair does not attend, the presenter of the session's actual last paper is expected to take the role of chair.

POSTER SESSIONS

Equipment and Time Frame

The panel size for a poster stand is 1m x 1m (or apron. 3ft by 3 ft). The Poster area is located at the 4th floor of the Building for Humanities and Social Sciences (BHSS) of Academia Sinica. Conference staffs and the necessary tools and materials (tapes, pins, scissors, etc.) will be ready to help authors hang their posters on the panel. The time for oral presentation of each poster is 4 minutes. Nevertheless, all posters will be exhibited throughout the entire duration of the Conference.

Presenters

Presenters should first check the number of your poster stand from the list located in the poster area, and display the poster at your earliest convenience. For the presentation, a session chair will be responsible to keep the time and move the audience smoothly from poster to poster. Presenters are encouraged to stay next to their posters long enough to answer questions and interact with the audience after the oral report.