

Instructions for Speakers and chairs

Instruction for Oral Presentation

1. TIME ALLOCATION FOR PRESENTATION

The time allowed for each speaker of contributed presentations is 25 minutes including 5 minutes for Q&A.

The time allocation for plenary speaker is 35 minutes including 5 minutes for Q&A.

2. EQUIPMENT FOR ORAL PRESENTATION

Venue: 3rd Floor, Royton Hall [B & C & D]

Please use on-site laptop PC in the session room for oral presentations (OS: Windows7, PowerPoint2007/2010/2013/2016, and pdf format files are acceptable). The screen format is 4:3 and projector resolution is XGA (1024 x 768 pixel). Organizer cannot guarantee the quality of Macintosh-based presentations, so check in advance their Windows compatibility.

3. HOW TO UPLOAD PRESENTATION FILE

To check & upload your presentation data, please bring your data to the operation desk in the front row of the conference room at least 1.5 hours before the beginning of your session (during the coffee or lunch breaks). In case your speech has been scheduled for a morning session, please come to upload your presentation the day before your presentation (**Plenary speakers: please come to the operation desk at 8:50 May 29**). Please bring your presentation data in USB stick memory.

Please name your presentation data as follows:

Paper ID_ Authors surname.ppt/pptx/pdf.

(If you need to use your own PC for the presentation, you will be requested to leave the PC on the operation desk until your presentation starts. Please make sure that power-saving feature such as sleep mode, screen saver mode, password lock, etc. has been de-activated or cancelled. AC adopter of your PC is also needed. Please bring a backup USB data as well. Only D-SUB15 connector is acceptable to connect your PC to the projector.)

4. NEXT SPEAKER'S SEAT

At 20 minutes before your presentation starts, you are requested to be seated at

the “Next Speaker’s seat” located in the front row.

Instruction for Poster Presentation

1. POSTER BOARDS

Venue: 3rd Floor, Royton Hall [A]

Size: Width 90cm x Height 190cm

Paper ID is shown on each poster board by the organizer. Poster should be displayed on the boards using pushpins (available at the poster room).

No other adhesive material is permitted on the boards.

2. POSTER SESSION

Poster presenters are responsible for bringing a hardcopy of the poster, setting up and removing the poster. The presenters are expected to be in front of the poster through the session to answer questions.

3. SCHEDULE

Poster session 1 (HV, ICD, GaN)

Set-up: Tue., May 30, 9:00-12:00

Poster session: Tue., May 30, 15:45-17:45

Removal: Tue., May 30, 18:00-19:00

Poster session 2 (LVT, SiC, PK)

Set-up: Wed., May 31, 9:00-12:00

Poster session: Wed., May 31, 15:10-17:10

Removal: Wed., May 31, 17:30- Thu., June 1, 12:00

Instruction for Chairperson

Venue: 3rd Floor, Royton Hall [B & C & D]

20 minutes before your session starts, you are kindly requested to be seated at “Next Chairperson’s seat” located in the front row.