

# ISIT2009

Seoul, Korea, June 28 - July 3, 2009

## Note to Speakers

1. Every room is equipped with LCD projector and Windows Laptop, with PowerPoint and Acrobat PDF reader. Please make your best to use the room laptop and upload your presentation file on it before the beginning of the session. If you really need to use your laptop (only in the case you need special software for your presentation or in case of major compatibility problems), check the connection with the projector **before** the session starts. Notice: time lost in setting up your laptop during the session cannot be recovered: this will end up in a shorter time available for yours presentation.
2. If you use transparencies, please notify the session chair before the session starts, such that he/she can make sure that the overhead projector is ready to be used. The ISIT2009 organizers **strongly discourage** the use of transparencies and overhead projector, although they are available.
3. Greet/meet the session chair before the session starts. Please arrive early enough, to find out the session chair and to tell him/her your name, affiliation and the title of your paper.
4. The presentation time is **20 minutes**. This includes speaker transition, the setting of your computer or overhead projector (if needed), and question & answers. So each speaker should finish his/her talk within 15 or 16 minutes to have a time for question & answers.

**Thank you for your cooperation!**

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## Note to Session Chairs

1. Check your session in the final program.
2. Greet/meet the speakers before your session starts. Please arrive early enough to find out who the speakers will be and how to pronounce their names.
3. Clearly announce the name of each speaker and the title of the presentation.
4. Make sure the speaker is clearly heard, which may involve adjusting the microphone, quieting conversations in the back of the room or having a door closed.
5. Help with speaker transition, which includes attachment to the projector, focus of the projector etc. The next speaker may often begin preparation during the question & answer period of the previous speaker. There is a technical staff in each room. Ask the staff for help in the case of technical emergencies.
6. Try to keep the papers presented within the announced time slots. If a speaker is unable to make a presentation (absent, computer not working etc, call 20 minutes break. Do not call for a paper to be presented early. Do not reorder the papers. Since only 20 minutes is allocated per speaker, including speaker transition and question & answers, try to limit the speaking time of each speaker to 15 or 16 minutes. Let the speakers know that if they use the entire time for speaking, then you won't be able to call for questions.
7. Initiate and moderate the question & answer period following each presentation, but only if time permits. Please ask the speaker to repeat questions that may not have been heard clearly by the audience.
8. Initiate applause following the question & answer period.
9. You may be asked to sign a form from a speaker who will take a financial support. Please check that the speaker is the right person shown in the form. Your signature certifies that he/she completes his/her presentation by him/herself. Never sign the form before the presentation.

**Thank you for your help!**