論文分組發表人須知

1. 請提早10分鐘到場與主持人聯繫。

2. 每人報告時間為10分鐘，另加5分鐘問答。報告7分鐘響鈴一聲，10分鐘響鈴兩聲，結束報告。請特別注意時間規劃。

4.會場備有電腦與投影機，投影片為ppt 或 pdf 格式。請提早10分鐘到場測試投影片。

5. 若不能親自出席請自行安排適當人選代為報告，並請事先與本學會聯絡。

**Guidelines for Presenter**

* Please kindly check the schedule, and be clear about the time and room of the session.
* Please contact your session chair at least 10 minutes prior to your session.
* The time allotted to each presentation (including all the co-authors) is of 10 minutes followed by 5 minutes of Q & A. Total time is 15 minutes for each paper.
* The staff in the room will ring a bell and raise a placard at 7 minutes to signal that there is only 3 minutes left. There will be another long ring at 10 minutes when time is up.
* Projector and desktop are available at the room. Please use .ptt or .pdf files and test the files 10 minutes prior.
* The registered presenter should be the presenter at the session. Please contact the session chair or the society in advance and arrange a substitution presenter.