

Instructions of Paper Presentation at the 11th International Conference of Eastern Asia Society for Transportation Studies (EASTS)

International Scientific Committee (ISC) of the 11th EASTS

1. Oral Presentation Session

Chair person is entirely responsible for the session organization. Although the presentation time allocated to each paper is basically 15 minutes followed 10 minutes of discussion, it may be changed under the Chairperson's decision. You are kindly asked to follow the Chairperson's decision. The presenters are requested to stay within the allotted time with NO EXCEPTION.

Prepare your presentation in the style of Microsoft Power Point slides. A LCD projector and a computer will be provided in each session room. **It is recommended to bring your presentation data in a CD-ROM.** Other devices such as a USB memory may be used at your own risk. **Windows 7 / 8 and Microsoft PowerPoint 2013 are available in the computer of the session room. Please consider those conditions if you use PowerPoint 2013 or later version.** To avoid time-consuming switching from one laptop to another, presenters will NOT be allowed to use their own laptops.

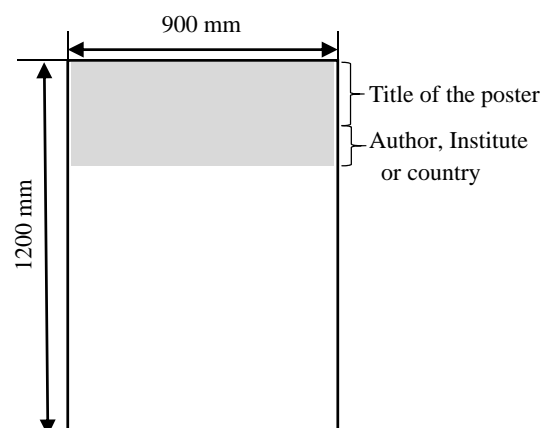
Presenters are requested to come to the presentation room 10 minutes before the session starts. Then copy your data into the computer and the check if your presentation work. The conference is unable to guarantee that your presentation will be displayed correctly if animations, video clips or sound are embedded in your presentation file. To reduce the loss time, the presenters should be seated at the designated seats.

There is a Speaker-Ready room for checking your presentation in the conference site: **Room on the ??? floor.** You can check if your presentation slides work with the equipped desktop computer.

2. Poster Presentation

Poster presentation should be made with the pasteboard that will be provided in a poster session hall. Poster board is 1200 mm high by 900 mm wide as shown as follows:

Poster presenters should print out their presentation materials in advance of the Conference and bring them to the conference site. On-site printing service is NOT available. Please remember that the posters are set up in a public space. So you are responsible for the security of your belongings.



The ISC will monitor whether each poster presentation is properly made. If ISC finds no poster or no presenter at the poster board during the poster session, ISC may regard that the poster presentation is not made. Note that you would lose the opportunity of paper publication in the EASTS Proceedings / Journal or Asian Transport Studies if you would not make your presentation.

The poster presenters may start to use the poster board after materials of last poster session were removed. Posters can be fixed using double-sided tape. We will prepare tapes for mounting. Use the poster board with your manuscript number attached at the top. Presenters are responsible for promptly removing all material at the end of the session or they will be trashed; and please leave your area in good condition for the next presenter.

Schedule of Poster Presentations in the 11th EASTS Conference

Session	Date	Preparation	Poster presentation	Removal of materials
I	Friday, Sep, 11	1255 - 1315	1315 - 1415	1415 - 1435
II	Saturday, Sep, 12	0940 - 1000	1000 - 1100	1100 - 1120
III	Saturday, Sep, 12	1255 - 1315	1315 - 1415	1415 - 1435
IV	Sunday, Sep, 12	0940 - 1000	1000 - 1100	1100 - 1120

Contact If you have any question about the paper presentation, please contact the ISC secretariat by e-mail: isc@eastst.info