

# Instructions of Paper Presentation at the 10th International Conference of the Eastern Asia Society for Transportation Studies (EASTS)

International Scientific Committee (ISC) of the 10th EASTS

## 1. Oral Presentation Session

Chairperson is entirely responsible for the session organization. Although the presentation time allocated to each paper is basically 12 minutes followed by 5 minutes of discussion, it may be changed under the Chairperson's decision. You are kindly asked to follow the Chairperson's instruction. The presenters are requested to stay within the allotted time with NO EXCEPTION.

Prepare your presentation in the style of Microsoft PowerPoint slides. A LCD projector and a computer will be provided in each session room. It is recommend to bring your presentation data in a CD-ROM. Other device such as the USB memory may be used at your own risk. Window 7 and Microsoft PowerPoint 2010 are available in the computer of the session room. Please consider those conditions if you use PowerPoint 2010 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 check if your presentation works. 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.

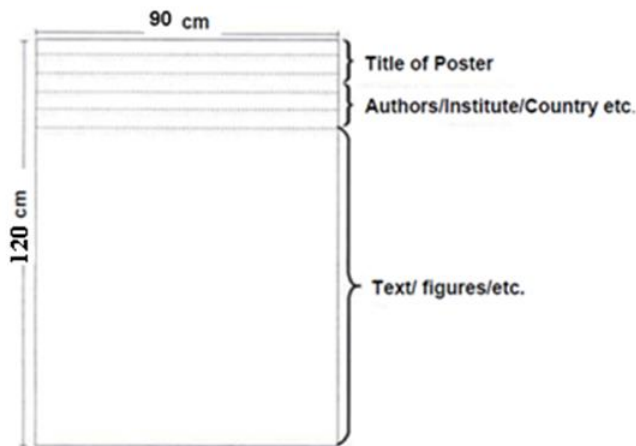
There is a Speaker-Ready room for checking your presentation in the conference site: Room on the 11<sup>th</sup> floor. You can check if your presentation slides work with the equipped desktop computer.

### Speaker-Ready Room Schedule for the Oral Presentation:

Oral Presentation	Date	Time
Session A	Sep. 9 (Monday)	09:30~12:00
Session B	Sep. 9 (Monday)	12:00~14:30
Session C	Sep. 9 (Monday)	14:30~17:00
Session D	Sep.10 (Tuesday)	09:30~12:00
Session E	Sep.10 (Tuesday)	12:00~14:00
Session F	Sep.10 (Tuesday)	14:00~16:30
Session G	Sep.11 (Tuesday)	08:30~10:30
Session H	Sep.11(Wednesday)	10:30~13:00

## 2. Poster Presentation Session

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



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 the 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 materials 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 10th EASTS Conference

Poster Session	Date	Preparation	Poster presentation	Removal of materials
Poster I	Tuesday, Sept 10	12:40 – 13:00	12:40 – 14:00	14:00 – 14:20
Poster II	Tuesday, Sept 10	14:40 – 15:00	14:40 – 16:00	16:00 – 16:20
Poster III	Wednesday, Sept 11	10:40 – 11:00	10:40 – 12:00	12:00 – 12:20
Poster IV	Wednesday, Sept 11	12:40 – 13:00	12:40 – 14:00	14:00 – 14:20
Poster V	Wednesday, Sept 11	14:40 – 15:00	14:40 – 16:00	16:00 – 16:20

## 3. Contact

If you have any question about the paper presentation, please contact the ISC secretariat by e-mail. The e-mail address is [isc@easte.info](mailto:isc@easte.info)