

8th International Symposium on Architectural Interchanges in Asia

- Asian View : Order and Wisdom for the Future -

Guidelines for Oral Presentation (Paper Session / Proposal Session)

Speaker's registration :

All registered speakers (Paper Session / Proposal Session), chairs must confirm their presence at the on-site registration desk upon arrival.

In addition, **All Proposal Session (P-1) Speakers** are requested to submit posters for display at the on-site registration desk upon arrival.

★ The posters shall be the size of an A1-sheet displayed horizontally, and should reflect the contents of the presentation paper. A poster should be made just in one paper without any acrylic cover or coating material.

Posters will be displayed in Event Hall on the 1th Floor (displayed in Sub Foyer on the 2nd Floor in the afternoon of November 11). All posters should be removed at the end of the Proposal Session in November 11.

Otherwise, the posters will be discarded by the Organizing Committee.

Operating hours of the registration desk will be:

November 9 (Tue), 2010	13:00-18:00 (Venue: Kitakyushu International Conference Center, Lobby)
November 10 (Wed), 2010	08:00-17:00 (Venue: Kitakyushu International Conference Center, Lobby)
November 11 (Thu), 2010	08:00-17:00 (Venue: Kitakyushu International Conference Center, Lobby)

Presentation time :

15 minutes will be given to each oral presentation: preferably 12 minutes for the presentation and 3 minutes for questions and answers.

Available audio visual equipments :

LCD Projectors will be prepared.

Preparation of the presentation materials :

Speakers are encouraged to bring their own laptop computer and data. Please make sure connection part between projector and laptop. The LCD projector accepts a standard VGA 15-pin input.

Macintosh users should bring their own adaptor to connect their laptop to the projector.

At the Session Room :

Presenters should arrive in their session room before your session start to report to the chair person.

Please test your presentations and confirm your laptop settings to the start of the session at the session room.

Projector switching unit is prepared in session rooms. Presenters are also asked to plug your laptop PCs to switching unit and be ready at the "Next Speaker" Seat while your previous presentation.

Official Language :

The official language of 8th ISAIA is English. All presentations and questions must be delivered in ENGLISH.