For Presenters of IIIAE 2025

1. Meet your chairperson 10 minutes before the session starts in the presentation room, during the break prior to your session.

2. Please note that **all presenters are required to use the PC provided at the venue (Windows)**. Personal PCs will **not** be allowed for presentations. Since the venue PC is Windows-based, **Mac users and other presenters should prepare their files in advance and transfer them to the venue PC before their session.**

3. Announce the ground rules to the presenters as follows:

   ➢ The total time allotted for each speaker, including discussion, is **15 minutes (30 minutes for invited talks)**.

   ➢ **Discussion time is 5 minutes**, so the actual presentation time is **10 minutes (25 minutes for invited talks)**.

   ➢ A timekeeper will give an **early warning 2 minutes before the end of the presentation time** (i.e., at 8 minutes for regular talks and 23 minutes for invited talks).

   ➢ **Presentations must be terminated at 10 minutes (25 minutes for invited talks)** when the timekeeper gives the **second warning.**

   ➢ A **third warning** will be given when the **total 15 minutes (30 minutes for invited talks)** including discussion time has elapsed.

Timekeeper's Warnings

- **2 minutes before:** "Please finalize your presentation." (at 8 minutes / 23 minutes)
- **0 minutes:** "Presentation time is over." (at 10 minutes / 25 minutes)
- **15 minutes (30 minutes for invited talks):** Total time including discussion has elapsed.

4. As the schedule is very tight, please keep strict control of each presentation time.

5. To encourage discussion within a limited time, please ask each questioner to **state their name and organization** before asking a question.

6. Please stop any persistent questioning who blocks further discussion. You may say, for example:

   "I suggest that you continue this discussion over coffee!"