

Conference Regulations

Time for presentations

- (1) Session chairs, paper presenters, and conference assistants should arrive at the conference rooms 5 minutes before the session begins.
- (2) 20 minutes is allotted for each paper presentation, followed by a 5-minute discussion. A time card will be raised at the end of the 15th minute and the warning bell will ring at the end of 20-minute time slot.
- (3) 40-50 minutes is allotted for workshop.
- (4) Please observe the time allocation.

Every conference participant should observe the following regulations.

- (1) Please turn off your cell phone at the meeting.
- (2) Please wear your nametag all the times during the conference.
- (3) Please do not eat or smoke in the conference rooms.
- (4) Please return your plastic nametag at the end of the conference for recycling.**
- (5) Please do not bring Styrofoam cups into the auditorium or conference rooms. For your convenience, reusable cups will be provided.**
- (6) Please note that, in order to receive a certificate for attending the conference, you must attend at least 4 hours. Thank you for your cooperation.**

發表時間

- 一、主持人、發表者及會場助理請提前 5 分鐘到達會議場所。
- 二、論文報告(paper)時間每場 20 分鐘，討論 5 分鐘。第 15 分鐘將會舉牌提醒，第 20 分鐘將會響鈴提醒場次結束。
- 三、工作坊 (workshop)時間為 40-50 分鐘。
- 四、提問及回答，請簡明扼要。

議場規則

- 一、會議進行中，請關手機。
- 二、會場中請配掛名牌。
- 三、會議室內請勿飲食或抽煙。
- 四、會議結束後，請繳回名牌，以便回收。
- 五、為響應環保，會場將不提供紙杯，但會提供環保杯供學者使用。
- 六、參與 4 小時(含)以上場次之學者，本會始發放大會研習證明。