

# IALCCE 2014

Fourth International Symposium on Life-Cycle Civil Engineering  
RIHGA Royal Hotel and Waseda University, Tokyo, Japan | November 16-19, 2014

---

## Guidelines for Speakers

### Uploading presentation data at the Slide Centre:

1. Speakers are NOT allowed to use their personal laptop computers for presentations. All computers prepared at the symposium runs with Windows 7 and have PowerPoint2010 and Adobe Acrobat Reader installed.
2. Presentations must be uploaded to conference room network prior to the session at the Slide Centre. Speakers are NOT allowed to upload the presentations by using the computers installed in the conference rooms.  
If your presentation is scheduled on Nov. 17, please visit the Slide Centre after 16:30 on Nov. 16, and upload your data. Speakers for Nov. 18 and 19 sessions are kindly asked to upload their data at least 24 hours prior to the start of the session.
3. Speakers are kindly asked to save their presentation file on a USB memory or CD/DVD-ROM and bring it to the Slide Centre. The file name should be the presenter's name and must be uploaded to the file mentioning the speaker's session number.  
There will be staffs to support you at the Slide Centre.
4. Speakers are also required to carefully check their presentations at the Slide Centre before the session starts. The procedure is strongly recommended for speakers whose presentation includes a movie. Staffs will assist speakers to preview their presentations to ensure that they display well on screens.
5. The Slide Centres are in "Kattleya" room located on the 3rd floor of RIHGA Royal Hotel Tokyo and in Ichijima Memorial Conference Room located on the 3rd floor of Waseda University International Conference Center.

### Before your session takes place

1. Visit the symposium venue, check the room where your session has been scheduled and familiarize yourself with the space and A/V equipment.
2. Meet the session chairs at the session room at least 15 minutes prior to the session's starting time.
3. Provide the session chairs with your filled "Speaker Information Form" and let them know how you would like to be introduced (Name, Title, Affiliation).
4. The session chair will inform you the duration of your presentation time. Most sessions have been planned for presentations of 15 minutes each, including questions. However, time allotted for each presentation may slightly vary depending on the length of the session and the number of speakers in the session.

### During your session

1. Please deliver your presentation strictly within the allotted time, leaving at least two minutes for questions.

2. As a presentation nears the end, you will be alerted by the session chairs of the time left. Session chairs are instructed to stop any presentation that runs over the allotted time.
3. At the end of the presentation, the session chairs will invite questions from the audience (time permitting).