



The 18th International Symposium on Transportation and Traffic Theory (ISTTT18)

www.isttt18.org

INSTRUCTIONS TO PLENARY PRESENTERS

1. SESSION ORGANIZATION

The total duration of each presentation is 25 minutes, of which 20 minutes will be allocated for presentation while the remaining 5 minutes will be used for questions and answers (Q & A). However, depending on the availability of time, Q & A will be handled flexibly by the session Chairperson. In some cases, Q & A will only be entertained at the end of each session.

2. PRESENTATION EQUIPMENT

A LCD projector and laptop computer will be available at Chiang Chen Studio Theatre. If your presentation requires another operating system (e.g. Mac, Linux, Apple), please bring your own laptop. If your presentation files are prepared using Microsoft Office 2007, please convert them to the Microsoft Office 2003 version. For other equipment request, please submit an *Equipment Request Form* downloadable from the symposium webpage: www.isttt18.org.

3. ON-SITE PREPARATIONS

Presenters are requested to show up in the designated presentation room *15 minutes before the session* for setting up and testing the equipment. If presenters bring their own computer, please check the connection status between their computers and the projector with the organizer's helpers before the session start time. If presenters use the organizer's computer, please provide the presentation files to the organizer's helpers before the session start time. The presentation file should be saved on a CD or a USB device.

For a smoother transition between talks, it is suggested that presenters be seated in order in front of the theatre. When a presentation is finished, the next presenter will move up to the podium and the session Chairperson will introduce the speaker for the next presentation accordingly.