Thank you very much for your contribution to the Third International Education Forum to be held in Perth on December 12-16, 2014. We hope your presentation will stimulate active professional and/or interdisciplinary discussions. The followings are brief instructions for chairpersons and speakers. If you have any questions regarding the session procedures and/or presentations, please ask the ACEEES staff for assistance.

Speakers Guidelines

The research subjects of participants spread over various fields, environment, energy and social science. Thus, please try to keep your presentation "as jargon free as possible", "understandable for researchers in other fields", and "share the essence of your state-of-the-art research".

■ Time Allowance for Presentation

The time allocated for each presentation is as follows:

➢ **Invited Lecture**
   45 minutes (5-10 minutes discussion is also included in this time)

➢ **General Session**
   20 minutes (8 minutes discussion is also included in this time)

* Please confirm your presentation time with the detailed program uploaded on the forum website.

■ Speaker's Seat

At the session, speakers are requested to meet in the designated room **10 minutes prior to the session start**. Briefing and instructions of how to use the equipment will be given by the chairpersons.

■ Presentation System

➢ **For speakers of the invited lecture**
   Be sure to bring your presentation slides in a USB flash drive.

➢ **For speakers of the general sessions**
   Be sure to bring your own laptops and auxiliary cable (for Macintosh user) for the presentation.

*Each room is equipped with an LC projector, a Mini D-sub 15 pin PC cable connector, a laser pointer, and microphones. Following ports are available at the presentation site.
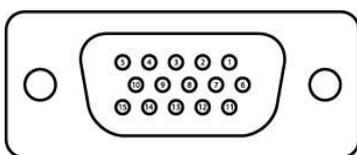
| VGA Port A | Type I | Socket |

■ Dress Code

The dress code of the forum is "dress appropriately for a scientific meeting".

Chairpersons Guidelines

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Please encourage the students' questions and discussions as much as possible since this is an "educational forum".

■ Keynote Lecture & Invited Lectures

Allocated time for Invited talk is 45 minutes (e.g. 40 minutes talk plus 5 minutes discussion). One of the staff members will ring a bell to let you know the remaining time.

➢ The first bell------------------5 minutes remaining for the session
➢ The second bell--------------The end of the session

■ General Session

Allocated time for Oral Presentation is 20 minutes (12 minutes talk plus 8 minutes discussion). One of the staff members will ring a bell to let you know the remaining time.

➢ The first bell------------------3 minutes remaining for the talk
➢ The second bell--------------The end of the talk
➢ The third bell-----------------The end of the presentation

Notes

1. Meet with all speakers of your session 10 minutes before the start of the session. At that time, make needed introductions and help speakers feel comfortable with the room arrangements and fellow participants. Discuss their positions at the podium and remind them of their time limitations.

2. Concern yourself with the environment – check sound and lights when your session begins. Directly ask members of the audience if they can hear you clearly.

3. Using the microphone, formally announce the beginning of the session. If needed, politely encourage the audience to settle into their seats and conclude their conversations.

4. Introduce yourself as Session Chair and give your affiliation.

5. Ask professors to complete a Presentation Evaluation Sheet for each talk during your session.

6. For each talk, introduce the speaker and give their affiliation.

7. If lights need to be dimmed, ask co-chair to do it.

8. Allocated time for oral presentation is 12 minutes followed by 8 minutes discussion. Use a bell to signal the remaining time. The first ring means 3 minutes remaining for the talk, and the second one means the end of the talk. After 8 minutes discussion, the third bell will tell the end of the presentation.

9. If time permits, the Session Chair should invite questions especially from the students.

10. As the allotted time for the speaker's talk ends, initiate applause for the speaker.

11. When the last speaker's presentation and questions/answers have concluded, thank the audience for attending and state that your session is now completed.

12. Remind professors to complete the evaluations before leaving the room.

*Chairpersons are requested to keep the time as precisely as possible. However, it is also important to adjust overall presentation smoothly by encouraging discussions.