

## UMAC 2019 Guidelines for Speakers and Session Chairs

### SPEAKERS

Authors presenting formal papers should:

#### Before the conference

1. Read the general instructions provided by ICOM (Specifications for Presenters/Speakers).
2. Practice deliver the paper to ensure that its length does not exceed your allocated time. The time limit of oral papers (sessions 1 and 2: 5 minutes; the remaining sessions: 10 min; keynotes: 20 min) will be strictly enforced.
3. Sessions 1, 2, 14 and 15 will have simultaneous translations English-Japanese-English. If you are presenting in these sessions, you will be asked to provide your materials in advance to facilitate the work of translators.
4. Session 1 and 2 papers need to be ultra-short and provocative. You have to state your position and main arguments in 5 minutes.
5. Do not read the whole text of a Power Point slide; the audience is capable of doing that and reads faster than you can talk.
6. Choose quality, interesting and unique photographs when presenting such material. Often photographs will save you many words of explanation. Interesting photographs catch the audience's attention.
7. Label scientific figures, graphs and tables using type that will instantly legible in a medium sized room.

#### At the Conference, before your presentation:

8. Meet with your Session Chair and introduce yourself.
9. Prior to your session, familiarise yourself with the room in which it is to be held. Get in touch with UMAC volunteers and give your file to be placed on the computer. Make sure your material is compatible with the system being used. Test your Power Point until the end.

#### When giving your presentation:

10. When delivering the paper, do not read it word for word.
11. UMAC participants come from all over the world, therefore speak clearly and slowly.
12. Do not go over your time. The Chair will warn you when you have one minute left and you will have to conclude. You will not be allowed to exceed your time limit.

### SESSION CHAIRS

Session Chairs should:

#### Before the Session

1. You will receive a bundle of abstracts of presenters of the Session you are chairing. Read the abstracts and become familiar with them as well as the authors.
2. Seek out, meet with and talk with the presenters. Listen during the conversation for any information to add to the biography that might interest the audience. Inform the presenters that exceeding the allocated time will not be permitted.
3. Make yourself known to UMAC volunteers. They should assist you with PC, obtaining materials from the presenters (electronic files, i.e. pptx, pdf), handling microphones and other audio-visual equipment.
4. Ask the Chair of UMAC and Co-Chairs of the Local Organizing Committee if there are to be announcements before or after the session.

#### During the session

1. Gather your speakers in appropriate seating. Remind them of the time limits and tell them about any changes of order or if there are to be announcements.
2. Make notes during the presentations so that you can sum up effectively. This is especially relevant for Session 1 and 2 Chairs.
3. Suggest that speakers make notes of any pertinent questions or discussion.

4. Introduce each speaker as briefly as possible as is consistent with explaining his or her background. Do not steal their allocated time.
5. Presentations must start and finish on time. Alert when the speaker has one minute left of his allotted time. After that, you are allowed to interrupt him/her.
6. During the debate: ask the audience for their (short) questions or contributions to the discussion at the end of the session. On no account allow members of the audience to stray from the immediate topic, ask long rambling questions or to grandstand their views on other matters. Each member of the audience should give their name and institutional background before speaking. Be prepared to ask a couple of questions yourself if the audience remains silent.
7. Close the debate (and session) also within your time limit. Thank the speakers. Summarise the contribution made to current knowledge. If possible, formulate questions at the end. Participants will stay several days together and discussions should continue after the sessions.

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