

**LREC 2018**  
**Phoenix Seagaia Resort , Miyazaki – Japan**  
**7-12 May 2018**

Dear LREC 2018 Chairperson,

We would like to thank you for having accepted to chair a session at LREC2018.

You have already been informed on the title and time schedule of the session you will chair.

For any further information on-site, please contact the Scientific Secretariat within the Phoenix Seagaia Conference Center.

This letter gives you information and instructions aiming at facilitating your work and ensuring that everything runs smoothly. One person of the local organization will be present in the room to assist you during the session and will get in touch with you before the beginning of the session.

You should be in the allocated room at least 15 to 5 minutes in advance of the session in order to meet the Authors and check with them that the required audio-visual aids are available. Please take note if some author is missing.

**In oral sessions, authors must use the PC available in the room, connected to a Data Projector. They should therefore copy their presentation file to the PC beforehand for avoiding any loss of time during the session.**

**It is essential to begin your session promptly at the scheduled time. Please also make sure that the session ends on time. The Conference programme is very tight indeed!**

### **Oral Sessions**

The speakers have 15 minutes to present their papers. The remaining 5 minutes are reserved for questions. A wireless microphone and one assistant will be available in each room.

**If a speaker does not show up, please leave the 20 minutes time slot assigned free and wait until the next presentation.**

You may use this extra time for questions and discussion on already presented papers, if you wish. **Do not modify the order of presentation of the papers**, as it appears in the final program except for last minute changes decided and communicated to you by the Programme Committee. You may want to have prepared some questions of your own, in case none comes from the floor.

## **Poster Sessions**

Posters are distributed in parallel with 4 Oral Sessions and are allocated on two Areas which are called Area 1 and Area 2 alternatively (please see the programme online). You will find directions for the two Poster Areas when you arrive at the Conference Centre.

You should get where your Poster Session is located before the beginning of the session: you will find a panel with the name of the session and the programme. Please make sure that all posters are placed on the boards before the session starts and that everything runs smoothly during the session. You should also help the authors to solve practical problems (in co-operation with the local assistant present in the poster area).

### **Please stay there during the whole poster session!**

Please remember that there is no difference in quality between oral and poster papers.

Given this structure, Poster Sessions length can vary from a minimum of 1 hour to a maximum of 1 hour and 40 minutes. The speakers have all this time to present and discuss their papers and present their demos (only in case of an already scheduled poster+demo presentation).

### **Please ask the authors to remove their posters as they leave!**

Thanks again for helping us making this Conference very successful and looking forward to seeing you in Miyazaki!

Best regards,

Nicoletta Calzolari

Chair of LREC2018