



IVEC 2019 20th International Vacuum Electronics Conference | Mini Course : April 28
April 28 – May 1, 2019 / Paradise Hotel Busan, South Korea | IVEC 2019 : April 29 – May 1

Guidelines for Presenters and Session Chairs

I. PLENARY speakers

- (a) The plenary talk is arranged at Grand ballroom located on the 2nd floor of the conference venue. The presentation time is 40 minutes including Q and A.
- (b) Please bring your presentation file (ppt or pdf file format) in a USB memory card to the conference. It is strongly recommended that the presentation file is uploaded in the notebook computer before the session begins.

II. KEYNOTE and ORAL speakers

- (a) All the keynote and oral talks are arranged at Room 1, 2 and 3 located on the 2nd floor of the conference venue. The presentation time for both keynote and oral talks is 20 minutes including Q and A. The assigned presentation time should be kept strict so that the session runs on schedule.
- (b) Please bring your presentation file in a USB memory card to the conference and UPLOAD your file to the computer during the breaktime before the session begins.
- (c) Your presentation order is posted in the conference web-site and in the program book.
- (d) Please arrive at the scheduled session room before the session begins so that the session chair can confirm your attendance.

III. POSTER presenters

- (a) Poster session is arranged at Capri room, located on the 2nd floor of the conference venue. **Poster must remain in the Capri room from 1:00 pm to 6:00 pm.** Authors should be present by your poster from 3:10 pm to 4:30 pm.
- (b) The poster panel size is 1 m (width) by 1.5 m (height). We strongly suggest that you should prepare your poster with one A0-size (0.84 m by 1.19m) paper, or less than twenty A4-letter-size (21 cm by 28 cm) papers.

IV. Session chairs

- (a) Please confirm all the speakers' attendance before the session begins.
- (b) Speakers' presentation files should be uploaded in the notebook computer during the breaktime.
- (c) All the keynote and oral talks are arranged at Room 1, 2 and 3 located on the 2nd floor of the conference venue. The presentation time for both keynote and oral talks is 20 minutes including Q and A. The assigned presentation time should be kept strict so that the session runs on schedule.
- (d) If there is any no-show paper, the chair should hold the session, not advancing the presentation order. Please record no-show papers if any and report it to IVEC technical program chair after the session. No-show papers will be withdrawn from IEEE eXplore publication.

A complimentary light continental breakfast will be served on the 2nd floor of the venue starting at 7:00 AM throughout the length of the conference. Please enjoy breakfast with free WiFi service, available inside the hotel. No password is required.