專題討論與口頭報告的報告規則

Rules for Symposium /Oral Presentation

1、 專題討論與口頭報告各場次時間 50 分鐘，每場次包含 3 至 5 篇發表論文。

Each session for symposium and oral presentations is allocated a total of 50 minutes, with 3 to 5 presentations per session.

2、 活動進行期間，敬請將您的行動電話保持關機或調為靜音。

Please keep your mobile phone off or on silent mode during the presentation.

3、 各場次開始前，請主持人與各篇發表論文之報告者主動到講台前向工作人員報到，報告者請確認投影片檔案可正常開啟運作。

Before each session begins, the host and presenters are kindly requested to check in with the staff at the podium. Presenters should ensure that their presentation file is ready and functioning properly.

4、 主持人致詞與介紹發表人以 2 分鐘為限。

The host is allocated 2 minutes to give an opening remark and introduce the presenters.

5、 請主持人協調各篇發表論文的報告時間：

The host should coordinate the presentation time for each paper:

● 建議 3 篇發表論文的場次，每位論文報告時間以 16 分鐘(包含 Q&A)為限；

For sessions with 3 presentations, it is recommended that each presenter has a maximum of 16 minutes, including Q&A.

● 建議 4 篇發表論文的場次，每位論文報告時間以 12 分鐘(包含 Q&A)為限；

For sessions with 4 presentations, it is recommended that each presenter has a maximum of 12 minutes, including Q&A.

● 建議 5 篇發表論文的場次，每位論文報告時間以 9 分鐘(包含 Q&A)為限。

For sessions with 5 presentations, it is recommended that each presenter has a maximum of 9 minutes, including Q&A.

6、 請主持人與現場工作人員確認按鈴提醒的時機：

The host should confirm with the staff on site about the timing for the reminder ring.

- 建議按鈴一短聲作為發表時間截止前 1 分鐘的提醒；

  It is recommended a short ring one minute before the time of the presentation is up.

- 建議按鈴一長聲作為發表時間截止的提醒；

  It is recommended a long ring when the time of the presentation is up.

- 建議在發表時間截止後，每超過 1 分鐘都按鈴一短聲作為超時提醒，並由主持人裁定何時終止報告。

  It is recommended a short ring for each additional minute after the presentation is due, and the host may decide when to terminate the presentation.

7、 各場次所有論文都發表完畢後，才由主持人開放現場提問與報告者回應。

After all presenters in each session have presented, the host will then start the Q&A sessions for all presenters.

8、 煩請提問者在提問前先行報告「姓名」與「服務單位」，提問時間以 1 分鐘為限。

Please state your "name" and "affiliation" before asking questions, and limit 1 minute for each question.

9、 與會者也可以利用紙條將姓名、服務單位、提問或建議，以及連絡信箱寫下，於場次活動結束後交給報告者。

Participants may also write down their name, affiliation, questions or suggestions, and email, and give them to the presenters at the end of the session.

10、 請主持人協助負責維持現場秩序，並掌控提問與回應的流程與時間限制。

The host must maintain order at the session and control the time for questions and responses.

海報論文的發表規則

Rules for Poster Presentation

1. 海報規格為：84.1*118.9 公分（A0 紙張大小）、直式，現場備有黏貼工具，切勿超過尺寸規格的上限。

   The size of the poster must be no more than 84.1cm x 118.9 cm (size A0), with portrait orientation. Adhesive materials will be provided on-site.

2. 海報需於研討會當天上午 10：00 前自行張貼於會場壁報板上，現場備有黏貼工具，若需要協助，請主動洽詢會務人員，我們將竭誠為您服務。

   Posters must be set up on the allocated boards in the venue by 10:00 AM on the day of the conference. Adhesive materials will be provided on-site, and conference staff will be available to assist you.

3. 敬請作者在海報論文發表期間 12：30 - 13：50，於海報前向與會者分享研究成果。

   The presence of presenters at their posters is kindly requested during the poster presentation period from 12:30 to 13:50.

4. 海報請於研討會當天下午 15：00 -16：50 撤除，逾時則由會務人員撤除，不予留存。

   Posters must be removed by 3:00 PM - 4:50 PM. Any posters not removed by this time will be taken down by the staff and will not be retained.