

Important Notices for the Presenters

[Oral Presenters](PowerPoint & Special Fonts)

We will prepare PC & its projector (OHP and 35 mm projector will not be prepared). We use one common PC (DOS-WINDOW XP) and we don't accept to bring your own PCs as it will take time to change another PC in each presentation, which usually disturb the schedule that was experienced in the past.

If you use the Power Points or other computer files for your presentation, please send these files in advance to the Convener (tnishida@affrc.go.jp) by the e-mail by August 18 (Thursday). Or you can send CD-ROMs to the Organizer by the air (express) mail by August 18 (Thursday) or bring files in CD-ROMs and/or USB memory sticks to the Secretariat office (Room 101, Guest House Compound, Shanghai Fisheries University) between 8-10AM, August 22 (Monday). Then, we will copy these files into one common PC to be used in the Oral Sessions. Then you should check if they are OK.

Send also sepceial Fonts used by, e.g. ArcViews, MapInfo SAS/GIS etc to the convener (tnishida@affrc.go.jp) by August 18 (Thursday) or bring them and copy to the common PC between 8-10AM, August 22 (Monday) at the Secretariat office (Room 101, Guest House Compound, Shanghai Fisheries University).

For those to use Macintosh based Power Points or files, please pre-check if the files can be used and valid for the DOS-WINDOW XP based PCs. Then, send the files and/or Fonts to us by following the instruction as explained above. We appreciate your extra works.

It is requested that you should check if your PowerPoint files and/or special Fonts are properly displayed in our common PC in advance before your presentation.

As we have very tight schedule in the Oral Sessions, it is strongly requested that oral presenters complete their presentation (including questions and answers) in 20 minutes (15 minutes for the talk and 5 minutes for questions & answers as a standard). We will assign the time keepers who will make notices of the 15 minutes by making one ring sound, 18 minutes by two rings and 20 minutes by many rings. You must stop when you hear many rings. Otherwise the Symposium schedule cannot be well managed and presenters later in the day will be in trouble. Further, more detailed discussion of the papers can be conducted outside of the conference rooms and also for this purpose, we have arrange fairly long coffee & lunch breaks.

As **70%** of participants are non-native English speakers, both native and non-native speakers are kindly requested to speak and discuss clearly and slowly. All of this provides a challenge for you to get your message across in a succinct and comprehensible style !

[FOR THE POSTER PRESENTERS]

We prepare the poster stands and materials to stick your posters to the stands. The size of the poster you will prepare (or print) is in the portrait mode (a maximum of 120cm high by 90cm wide). You are requested to set up your posters before noon, Aug. 23. There are two formal Viewing Sessions, i.e., 3-5PM, Aug. 23 (Tuesday) and 3:20-5PM, Aug. 24 (Wednesday). Presenters must stay and explain your posters to the visitors and viewers during these hours. The time for dismantling your poster is from 5-5:30 PM, Aug. 24 (Wednesday).

[FOR THE PC DEMONSTRATORS]

We will prepare spaces (desks and chairs) and electrical powers for your PC demonstrations. You are requested to set up your PC systems before noon, Aug. 23. The limited number of internet facilities are available only for those who requested in advance. There are two formal Demo Sessions, i.e., 3-5PM, Aug. 23 (Tuesday) and 3:20-5PM, Aug. 24 (Wednesday). Presenters must stay and demonstrate your

software & systems by PC to the visitors and viewers during these hours. The time for dismantling your PC equipments is from 5-5:30 PM, Aug. 24 (Wednesday).

[AWARDS FOR THE BEST PRESENTERS]

Awards will be provided to three best presenters, i.e., one is for a student, the second is for a presenter from the developing country and the last one is for a presenter in general. Each award recipient will get US\$200 cash. Three referees have been assigned as the Award committee members, i.e., (Chief) Liu-Xiong Xu(56) (Shanghai Fisheries University, Kiyoshi Itoh(5) (Fishery-Aquatic GIS Research Group) and Apiradee KULTHAI(84) (SEAFDEC). The award ceremony will be from 11AM, Aug. 26 (Friday) last day just before the closing session of the Symposium.

[SYMPOSIUM PROCEEDINGS]

Those who make presentations (oral, poster or PC demonstration) and who wish to submit a full paper for the Symposium Proceedings (to be published by Fishery-Aquatic GIS Research Group), should send a full paper to the convener by September 30, 2005. Papers will be peer reviewed by two referees. If the paper is then accepted, it will be checked by professional editors before formal publication. The Proceedings will be published by the end of 2006. Guidelines for the full papers are available on our web site at <http://www.esl.co.jp/Sympo/guidline.pdf>. We encourage all the presenters to submit the full papers because the first and the second Proceedings have been widely circulated in more than 529 experts & Agencies in 42 countries as textbooks on 'GIS/Spatial Analyses in Fishery and Aquatic Sciences (Vol. 1 & 2)' and they have been rated as a high-standard publications.