Organizers:

Hong Kong Society for Transportation Studies

Department of Civil & Environmental Engineering and
Department of Industrial Engineering & Logistics Management,
The Hong Kong University of Science & Technology

INSTRUCTIONS TO PRESENTERS

1. SESSION ORAGANIZATION

The time of the session will be allocated evenly among all the presenters in that session and each presentation will have 3 minutes for Questions and Answers (Q & A):

Number of papers in session	Number of minutes per paper (incl. Q & A)
3	26
4	20
5	16

However, depending on the availability of time, Q & A will be handled flexibly by the session Chairperson. In some cases, Q & A will only be entertained at the end of each session.

2. ON-SITE PREPARATIONS

A LCD projector, a laptop computer and a laser pointer will be available in each session room. Presenters can make their presentations using their own computer or the laptop computer provided by the organizer.

Presenters are requested to show up in the designated presentation room **10 minutes prior to the session** for setting up and testing equipment. If the presenters bring their own computer, please check the connection status between their computers and the projector with the organizer's helpers before the session start time. If the presenters use the organizer's computer, please provide the presentation files to the organizer's helpers before the session start time. The presentation file should be saved on CD or USB device.

For a smooth run-down of each session, presenters are asked to be seated in order in front of the session room. When a presentation is finished, the next presenter will move up to the podium and the session Chairperson will give announcement for next presentation accordingly.