

Information for Speakers and Poster Presenters at ICPP 2011 (Dec. 10-14) [2011.11.7]

General Information

1. The conference website is available at the following URL. Please check it for the updated program and other information.
<http://www.ninjal.ac.jp/phonology/InternationalConference/icpp/home/>
2. The official language of the conference is English.
3. We are expecting a total of 100-120 participants at the conference.
4. A reception will be held at the conference venue on the evening of December 10, at about 18:00. The fee is 1,000 yen. Details about this reception will be sent later.
5. The conference party will be held near the conference venue on the evening of December 13, between 18:30 and 20:30. The fee for this party is also 1,000 yen. We hope that you will take this opportunity to get to know other participants.
6. During the conference, please keep quiet outside the conference rooms, e.g., in the corridor, since other meetings are in progress in the same building.
7. For any inquiries, please contact us at <phonology@ninjal.ac.jp>.

Specific instructions for speakers

1. Each talk is 30 minutes long including the time for questions and comments. Please aim to speak for up to 20 minutes and leave at least 10 minutes for questions and comments.
2. A projector will be available at the conference. If you are doing a PowerPoint presentation, it would be best if you use your own laptop, as there may be problems (with alignment, fonts, etc.) if you switch computers, but if you wish, we would be happy to lend you a laptop. If this is your preference, please let us know in advance whether you need PC/Windows or Mac.
3. If you would like to use a handout, which many audience members will appreciate, please make 100 copies and bring them to the registration desk at the beginning of the morning session of your presentation day.

Specific instructions for poster presenters

1. Your poster should be in English and maximally A0 size, i.e., 118.9 cm (wide) by 84.1 cm (high). You will have a poster board this size to display your poster (more about this below).
2. Please try to use a large font size in your poster, so that the audience can easily understand your poster when they stand, say, 1 meter away from it.

3. Posters can be affixed to the board with either pins or tape. We will prepare sufficient pins/tape for each poster.
4. The poster session will be held in a conference room just across the corridor from the Lecture Hall where the oral presentations will be given.
5. Poster presentations are divided into two groups, Group 1 (Day 2) and Group 2 (Day 4), and numbered sequentially in each group (e.g., "No. 5"). Please check your poster number in the program in advance.
6. Please affix your poster to the board by noon on the day of the presentation. Please make sure to use the board marked with your poster number (e.g., "No. 5").
7. You can keep your poster on the board until the end of the final session of the day.
8. Please feel free to distribute subsidiary materials such as handouts, photocopies of your poster, and copies of your paper. You can also use your laptop computer if you find it helpful.
9. Please let us know in advance if you want to borrow any special devices from us such as speakers or extension cords (for electricity).