

Guide for Oral and Poster Presentations
The Agricultural Economics Society of Japan Annual Meeting 2018
(Hokkaido University, Institute for the Advancement of Higher Education)

Important Notice

- The oral and poster presentation session will be held on May 27th, 2018 (Sunday).
- The first author and corresponding author are required to be members of the society at the presentation. Please be sure to have the membership status by April 2018. The AESJ website will open for the registration procedures. (A student member who is to be nominated as the first author/corresponding author is required to extend his/her membership in 2018, because student membership is valid for only one year.)
- The first author (presenter) must register at the reception desk on the presentation day. Particularly, the presenter of the poster must come by 9:00 a.m. (refer to item 2(3)).

1. Oral Presentations

(1) Time allocation

Each presentation is allocated for 25 minutes: 17 minutes for speech and 8 minutes for Question and Answer session. The first bell rings when 15 minutes have passed. The second bell rings when 17 minutes have passed as a signal for the end of the speech. The third bell rings when 25 minutes have passed as a signal for the end of the whole presentation.

(2) Presentation time

Presenters must follow strictly the time allocated to your presentations. The presentation should start just after the previous one finished. The chair is going to provide a warning when the presentation is not running on time.

Presenters may not be entitled to submit to *Japanese Journal of Agricultural Economics (JJAE)* as “Research Letters” when they disobey the chairs’ directions and/or present inappropriately.

(3) Use of projectors

Presenters who want to use projectors are required to send PDF files by e-mail. **The deadline is 17:00 on Wednesday, May 16, 2018.** The e-mail address for submission will be posted on the website of our society in the middle of April, 2018. The file is not allowed to be replaced later. The member list who sent PDF files will be posted on the website of our society after May 21, 2018.

Only the PDF file whose slide size is A4 or Letter landscape will be accepted. In case of using the fonts other than the standard Windows fonts (Times New Roman, Century and Arial), those fonts should be embedded in the PDF file. Animation and sound effects cannot be used.

The file-name should be “Oral presentation (Number of venue, Membership ID, Name of the first author),” for instance, “Oral presentation (No. 3, 0312223333, NOKEI Taro).” The number of venue will be informed in the middle of April, 2018 on the website of our society.

The subject of the e-mail to send the PDF file should be “Submission of the oral presentation file (Number of venue, Membership ID, Name of the first author),” for instance, “Submission of the oral presentation file (No. 3, 0312223333, NOKEI Taro).”

Laptop computers will be provided by the venue. Presenters will not be able to use their own computers.

(4) Preparing copies

Prepare sufficient copies (at least 30 copies) of the handout if you wish to distribute on the day of the presentation. Note that presenters cannot copy their handout at the meeting venue, and should keep them up to the presentation. Neither the registration desk, the executive committee office nor the secretariat office keeps the copies. 2

2. Poster Presentations

(1) The poster must be prepared in accordance with the layout sample shown in the Sheet 1 of this guide.

(2) The schedule table for the poster presentation (venue and time) will be posted on the website of our society in the middle of April, 2018.

(3) Please put up your poster in the fixed location of the meeting place by 9:00, May 27th, 2018 by yourself. Neither the registration desk, the executive committee nor the secretariat office keeps it.

(4) Presenters are recommended to prepare copies of the manuscripts and name cards; however, desks to put the copies on cannot be provided.

(5) Candidates for Best Poster Award(s) should give a ten-minute oral presentation (a 7-minute speech and a 3-minute Q/A session) during time 11:00~12:00. In addition, presenters should explain and discuss the presentation to viewers during time 12:00~13:00.

(6) Best Poster Award(s) will be granted based upon the comprehensive evaluation of the manuscript, the poster and the presentation. The ceremony for the Award(s) will be held during time 16:30~16:40. The list of winner(s) will be announced around the registration desk after 14:00. If the winner(s) cannot attend the ceremony, please inform a staff in front of the desk.

(7) To accommodate the viewers, the presenters are expected to stay at the room of poster presentations by around 15:00; then, the posters should be removed after 15:00.