Guide for Oral and Poster Presentations
The Agricultural Economics Society of Japan Annual Meeting 2015
(Tokyo University of Agriculture and Technology)

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 *The Japanese Journal of Rural Economics* (*JJRE*) 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 to aesj@aafs.or.jp. The deadline is 17:00 on Wednesday, March 11, 2015. 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 March 12, 2015.

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, Name of the first presenter, Affiliation)," for instance, "Oral presentation (No. 3, Taro YAMADA, Abc Univ.)." The number of venue will be informed in the end of February, 2015 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 (Name of the first presenter, Affiliation)," for instance, "Submission of the oral presentation file (Taro YAMADA, Abc Univ.)." Set the priority in the e-mail when you send the files.

Laptop computers will be provided by the venue. Presenters will not be able to use their own computers.
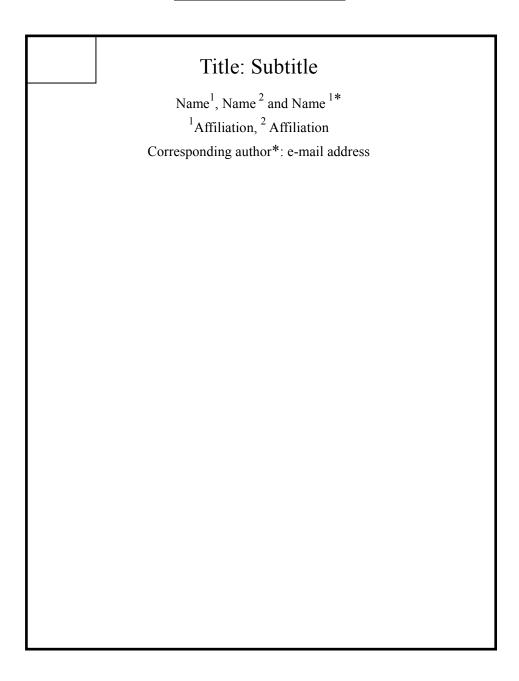
(4) Preparing copies

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. 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 end of February, 2015.

(3) Please bring the poster and keep it 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 the designated time in the morning (fixed schedule will be announced in the end of Februray, 2015). 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 at the lecture hall of main building during time 16:30~16:40. The list of winner(s) will be announced around the registration desk after 13:00. 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.

Layout Sample

Title: Subtitle

Name[1], Name[2] and Name[1]*

[1]Affiliation, [2] Affiliation

Corresponding author*: e-mail address

(1) The poster must be A0 size (1188mm x 841mm). The presenter may put some pieces together to make the A0 size poster.

(2) The panels to put the posters are prepared by the executive committee.

(3) Leave blank (150mm high x 200mm wide) at the upper left corner to enter the presentation ID number.

(4) The font sizes and the places of Title, Subtitle, Names of presenters, and Affiliations can be decided as you like.

(5) Put a marker * after the superscript number for the corresponding author and write down his/her e-mail address following "Corresponding author*:."

(6) The presenter should make the poster easily understandable including tables, figures and photographs. The font sizes are large enough that viewers can read from 2 meters away.