



12th World Congress on Railway Research

-Railway Research to Enhance the Customer Experience-

October 28 - November 1, 2019

Venue: Tokyo International Forum, Tokyo, Japan

Guidelines for Oral Session Presenters

Thank you for your Full Paper submission to the 12th World Congress on Railway Research (WCCR 2019) in Tokyo.

Each Oral Session will be either 80 minutes or 100 minutes long, and consist of 4 or 5 presentations. Each presentation will consist of 15 minutes presentation and 5 minutes Q&A. Please refer to the guidelines below for the Oral Session process.

In advance before coming to the WCCR 2019 Congress

- Please kindly check the Session details of which you will be the Presenting Author (Presenter). The most recent Program can be downloaded from our official website (<http://wccr2019.org/>).
- Please prepare the slides for your Oral Session presentation, referring to the instructions shown below.

< Instructions for preparing the Oral Session presentation file (PowerPoint) >

- There is no official template for the presentation file, **HOWEVER please note the following:**
- Please set the dimensions of slides to **wide screen 16:9 proportions** (length 16 x width 9).
- Please use only PowerPoint 2010, 2013 or 2019.
- Please completely insert/embed any video clips, movie/motion-picture files directly into the PowerPoint file, so that you can do the entire presentation **using only 1 ppt/pptx file.** However, to also be prepared in case any video clips do not play properly on the computer in the session room, it is recommended that you bring any such video clip files separately on a USB flash memory drive or your own computer.
- On the first slide of your presentation, please make sure to include (1) the presentation title, (2) the names of all the authors/co-authors of the Full Paper and (3) the affiliations/organizations of all the authors/co-authors.
- Please indicate the Presenting Author (Presenter) by **underlining** his/her name.

(1) Presentation title should match your paper title

Full paper title

(2) First_name LAST_NAME
Underline the Presenting Author

Author TETSUDO¹, Author SOUGO², Author KENKYU¹

(3) Affiliation/organization
Abbreviations can be used (example: RTRI)

¹ Railway Technical Research Institute
² Affiliation

● Any type of background, design or fonts can be used.

- For the presentation slides you can choose to use any type of background, design or fonts.
- The “Presenter View” function can NOT be used in the WCRR 2019 presentations (i.e. you will NOT be able view any speaker’s notes on the computer screen because the session computers will be set to display only the main presentation slides on both the presenter’s computer screen and the projection screen for the audience). If you need to have speaker’s notes, please print them out in advance before coming to WCRR 2019 and bring them to your session.

Before the Session starts

- **Immediately after finishing your registration at the Congress Venue registration desk and picking up your Congress bag, please go straight to the Presentation Data Center (Room G407) and submit your presentation PowerPoint file.**
- Even though you are to submit your presentation PowerPoint file in advance at the Presentation Data Center, as a backup just in case, please also bring the same PowerPoint to the session in a USB flash memory drive, CD, DVD or other data storage device.
- Please check in advance which room your Session will be located.
- Please come to the Session room **by 10 minutes before the Session starts.**
- Please meet the Chairperson and let him/her know that you are the Presenter, sit in the presenter’s seating area which the Chairperson or staff will show you, and wait for your turn to make your presentation.
- **Presenters will NOT be allowed to connect their own computers to make presentations.**

After the Session begins

- After the Chairperson announces your name and affiliation/organization and the title of your presentation, please start your presentation.
- Your presentation should be finished within 15 minutes, and then it will be followed by 5 minutes for Q&A/discussions.
- A blue light of an electronic timer device (on the Presenter’s podium and the Chairperson’s table) will change color to yellow and make a beep sound 10 minutes after the presentation starts to alert the Presenter for the first time, and then after another 5 minutes pass, the light will change color to red and make a second beep sound to alert the Presenter for the second time. **After this second beep sound, it will be beyond your allotted 15 minutes, so please finish your presentation as soon as possible.**
- For each presentation, after the entire 20 minutes allotted is finished, a bell will ring, and the Chairperson will announce the end of that presentation and move on to the next presentation.
- Near the end of your presentation, if there is still some time remaining and the audience has no more questions or comments, you may be allowed to talk about some additional explanations regarding your presentation content.

Evaluation of presentations and eligibility for Best Paper Awards

- Since Oral Sessions and Interactive Poster Sessions are considered equal in importance in this WCRR Congress, the papers and presentations of both types of sessions will be eligible for to compete for the same Best Paper Awards of all categories of the 8 main topics as well as the young researcher category (30 years old or younger).
- The Chairpersons and selection committee will evaluate the submitted Full Papers and the Oral and Interactive Poster presentations.
- Winners of Best Paper Awards will be presented their awards at the Closing Ceremony.

For any questions or concerns, please feel free to contact:

The 12th World Congress on Railway Research Paper Submission Office (WCRR2019)

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