

# The 2026 International Power Electronics Conference -ECCE Asia- (IPEC-Nagasaki 2026 -ECCE Asia-) Instruction for Chairpersons

## General Information

Session chairpersons are requested to adhere to the time schedules for the technical sessions.

- At least 20 minutes before the oral sessions start, chairpersons should be seated in the chairperson's seat located on the right of the front row.
- At least 20 minutes before the beginning of the poster sessions, they should verify that the correct poster boards have been assigned to their sessions and confirm that all posters have been set up.

\* **"No Show Papers" will not be included in IEEE Xplore.**

## Time Management

### Oral Presentations

The total time allocated for each oral presentation is **20 minutes** (15 minutes for presentation, 4 minutes for Q&A, and 1 minute buffer). The session schedule is listed in the program book.

\*"No Show" papers will not be included in **IEEE Xplore**.

\*Speaker biographies will not be introduced in this conference.

**All sessions must run on time. This means chairpersons must:**

- Start them on time
- Keep each paper presentation on time
- Cut off questions if they run too long
- If a speaker fails to show up, call a recess for that time slot and resume the session at the scheduled starting time for the next paper presentation

**Equipment: chairpersons should familiarize themselves with the following arrangements:**

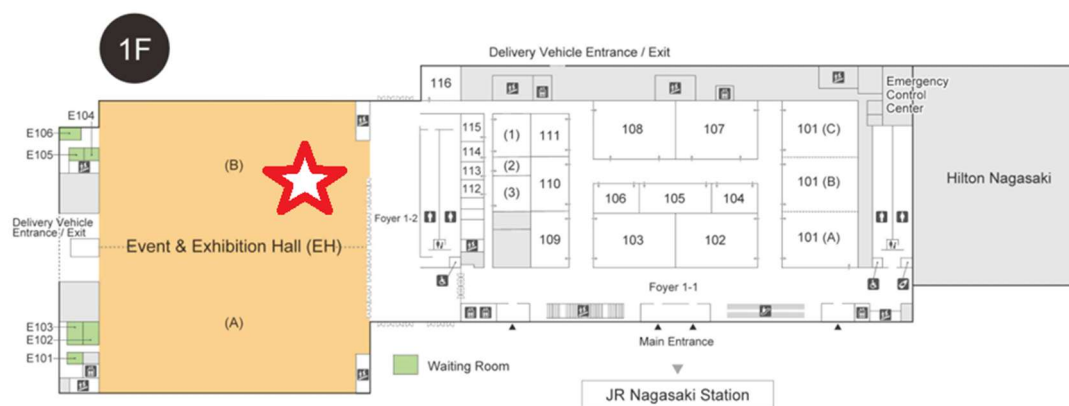
- Each room is equipped with a video projector
- **Speakers must bring their own PC** and operate it by themselves
- A laser pointer is available in each room

**The session chair will introduce themselves and explain how the presentation time will be managed at the beginning.**

**In sessions with two chairs, they will divide the roles and manage the session accordingly.**

## Authors' Breakfast Meeting

The Authors' Breakfast Meeting will be held from 7:20 to 8:20 at Event & Exhibition Hall 1F. All oral presenters and session chairpersons are requested to attend on the day of their session.



### Event & Exhibition Hall

1F, Dejima Messe Nagasaki

**7:20-8:20**

### Poster Presentations

All poster presenters are required to be checked by poster chairs with their name badges at the venue during presentation time.

During the scheduled core time of the presentations, all assigned speakers should be present in front of their poster boards and be prepared to explain them. The chairpersons are responsible to determine whether posters have actually been presented.

The papers without name badge check and presentation during the core times will be handled as "No Show Papers" and not be included in IEEE Xplore.

		Poster Set-up	Presentation	Poster Removal
Poster Session 1	June 2 (Tue.)	10:15-12:20	12:40-14:00	14:00-16:20
Poster Session 2	June 3(Wed.)			

## Before the Session

For the oral sessions, chairpersons must meet the speakers ten minutes prior to the sessions in the designated session room. They should also inform the conference staff in charge of the session room of their presence.

With the conference staff's support, review the session's procedures, demonstrate the audio equipment, and verify that all speakers have brought PCs.

## During the Session

Chairpersons are responsible for adhering to the allotted time to ensure smooth operation of the entire program. Presentations may be cut if they significantly overrun. After a speaker is finished, switch to the question and discussion time. Encourage audience participation. Prepare a few questions, if needed.

**If a presentation is canceled, the allocated time may be effectively used for additional discussion or break time. Please restart the next presentation at the scheduled time.**

**Do not alter the timetable.**

Conference staff will be assigned to every session room to assist speakers with computers, turning on the lights, and supporting the chairpersons. They can solve problems.

## After the Session

The chairpersons of all the sessions including the poster sessions are requested to complete questionnaires about their sessions and **report no show papers**. Please return them to the staff before leaving the session room.