International Federation of East Asian Management Associations （IFEAMA）

15th International Conference of IFEAMA at Kyoto

Detailed Regulation for Parallel Session

▷There are 29 Parallel Sessions, including 27 regular sessions and 2 industry sessions. Each session consists of 2, 3 or 4 presentations, and there are 91 presentations in total.

▷Each session is allocated 60/90/120 minutes for 2/3/4 presentations accordingly. One presentation is allocated 30 minutes, with 20 minutes for the presentation itself, 5 minutes for comment, and 5 minutes for discussion. Presenters have to close the presentation strictly within 20 minutes. Session chairs can coordinate time allocation when needed with his/her discretion. However, session chairs need to strictly control the start and closing times of each session.

▷The conference committee will upload each full paper or abstract to the Conference Program website

(http://www.ifeama.org/IFEAMA%20%20kyoto%20%20CSS/program.html) by June 10th 2019 according to the request and judgment of the presenter. These uploads will be deleted on June 20th. Presenters do not have to distribute a handout at the session.

▷Presenters have to upload their PPT file into the PC prepared at the session room prior to the start of their session, such as during the lunch or coffee breaks. A Conference Committee Assistant will support you with this. We do not recommend that presenters use their own PC because the time for setting up another PC reduces the overall time available.

▷The OS of the PC prepared at the session room is WINDOWS 10. Video cable is VGA.

The Conference Organizing Committee