

## 9<sup>th</sup> International Workshop on Greenhouse Gas Measurements from Space

# IWGGMS-9

May29 (Mon) p.m.– 31 (Fri), 2013  
Yokohama Symposia, Yokohama, Japan

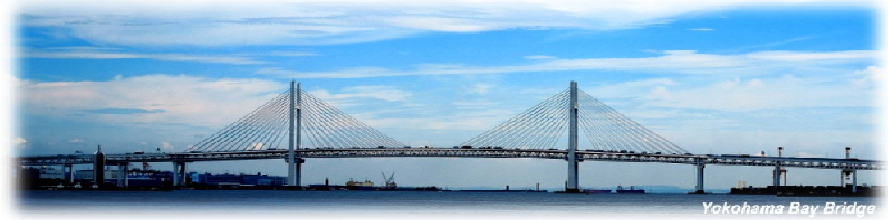


## Logistics

1. Presentation
2. Presentation collection for sharing
3. Group Photo Taking
4. Other important things

IWGGMS-9 Local Organizing Committee

# 1. Presentation



- **Presentation time of Plenary session is 20 min. incl. 4min. for questions**

A bell is rung	once	14th minute (2 minutes before the end of presentation)
	twice	16th minute (at the end of presentation)
	three times	20th minute (at the end of questions)

- **Presentation time of other sessions is 15 min. incl. 3min. for questions**

A bell is rung	once	10th minute (2 minutes before the end of presentation)
	twice	12th minute (at the end of presentation)
	three times	15th minute (at the end of questions)

- **Next Speaker seat**

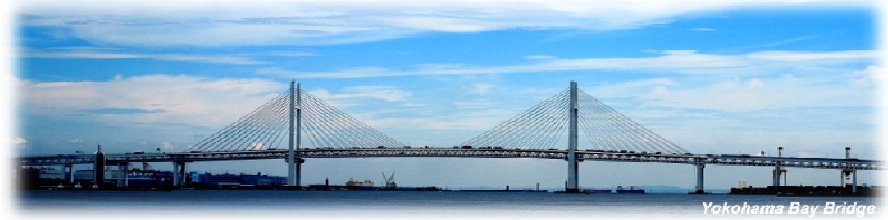
Please be seated at “Next Speaker” seat in left front of this room when the speaker prior to your presentation commences.

- **Use the microphone when you make questions**

Two microphones are available for questioners.

## 2. Presentation collection for sharing

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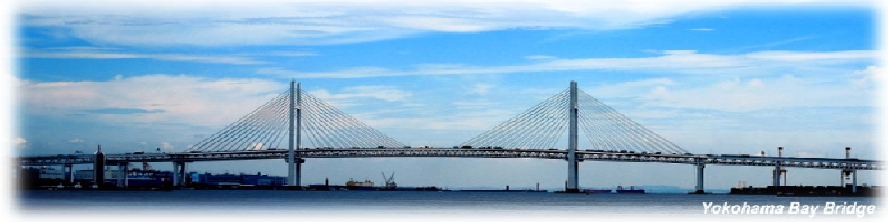


- **Please prepare your presentation materials for sharing purpose in PDF** or PowerPoint formats, presuming that you will not mind your materials being shared among the participants. Also, we requesting to the poster presenters.
- **They don't need to be exactly as same as your presentation.**
- **Drop them at the assistance desk** during the meeting with your material in USB media or laptop. We will collect them upon your agreement.

\*In addition to this, we also collect your presentation materials at **the assistant desk or the operator** in left front of this room for backup purpose.

### 3. Group Photo Taking

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When: **Day 1 (May 29, Wed.) : Today!**



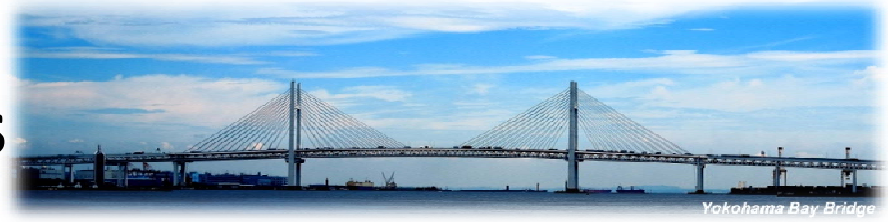
What Time: at **15:15** just before Coffee & Tea break



Where: **in this room**



## 4. Other important things



- **No food or only drink in pet bottle is allowed** in this room.



- **Please don't leave your valuables unattended.**
  - You may ask our staff at the cloakroom to keep your belongings except valuables.
- Please make sure your nearest **Emergency Exit**.
  - Please follow our **leading staff** for your safety escape.
- **Poster session & Reception**
  - Remove your poster **after 12:00 by 15:30** of May 30 (Thu).
- **Restaurant Guide** is located at the reception desk.