

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

General Information

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

■ At least 20 minutes before the oral sessions start, chairpersons should access to Zoom meeting room. The Zoom link will be provided one week before the session on the Confit program.

■ Online chairpersons are permitted to use the Conference Room 105, if you are on site at the session time.

* **“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
- The chairperson should confirm the attendance of online presenters and ensure that they are ready to share their screens on Zoom.
- 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

Zoom Display Name:

For Presenters: Presenter (presentation code)_First name [space] Last name

For Chairs: Chair (presentation code)_First name [space] Last name

Flow of the chair’s responsibilities:

① Chair: Opening remarks (session number and title, self-introduction, and explanation of session procedures)

- ② Chair: Introduction of the first presenter (presenter's name and presentation title)
- ③ Presenter: Presentation
- ④ Chair & Presenter: Q&A session
- ⑤ Chair: Closing remarks after all presentations are completed

Before the Session

For the online sessions, chairpersons must meet the speakers 20 minutes prior to the sessions in the Zoom meeting room.

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.

After the Session

The chairpersons of all the online sessions are requested to complete questionnaires about their sessions and **report no show papers**. Please return them to the staff before leaving the Conference Room 105 or mail to the Secretariat of IPEC-Nagasaki 2026.