

2018 第二屆歐亞語文國際學術研討會

2018 International Conference on European-Asian Languages

議事規則/ Rules of the procedure

1. 每一場發表場次引言人介紹發表人時間為 2 分鐘。

The moderator of each session has two minutes to give an introduction to the presenters.

2. 每位發表人有 20 分鐘的發表時間，時間結束前 2 分鐘，會響鈴一聲，提醒發表人。發表時間結束，則會響鈴二聲，並舉告示牌，為了讓隨後的議程順利進行，請發表人注意時間的運用。

Presentations are twenty minutes in length for each. Two minutes before the time limit, presenters are reminded by one ring and another two rings when the time is up. As a matter of courtesy to the next presentation, each presenter is reminded to observe the time constraints.

3. 每一場發表場次的引言人評論時間為 4 分鐘，評論時間結束前 2 分鐘會響鈴一聲、4 分鐘響鈴二聲。

The moderator of each session has four minutes to comment the present. Two minutes before the time limit, will be reminded by one ring, and another two rings when the time is up.

4. 每一場發表場次 Q&A 時間為 4 分鐘。Q&A 時間結束前 2 分鐘會響鈴一聲、4 分鐘響鈴二聲。

The Q&A of each session has four minutes. Two minutes before the time limit, will be reminded by one ring, and another two rings when the time is up.

5. 各場次發表者敬請於休息時間至各發表場地之電腦操作平台儲存檔案。

The presenters are requested to save the presentation files in the computer during the breaks as early as possible (at least in the break before your session).