



APAQS 2001
Second Asia-Pacific Conference on Quality Software
New World Renaissance Hotel, Hong Kong
10-11 December 2001
<http://www.cs.cityu.edu.hk/~apaqs>



NOTES TO SPEAKERS

- * We need a **short biography** of you that includes
 - (1) the title of the paper which you are going to present,
 - (2) your full name, title, affiliation, and
 - (3) a short description of yourself.The Session Chair will use the biography to introduce you to the audience.

If you have not previously sent the biography to APAQS 2001, please hand it directly to the Session Chair 10 minutes before your session begins.
- * Please observe the time limit for your presentation:
 - ** **Full paper [total 30 minutes]**
 - presentation 25 minutes, questions and answers 5 minutes
 - ** **Experience report [total 30 minutes]**
 - presentation 25 minutes, questions and answers 5 minutes
 - ** **Short paper [total 20 minutes]**
 - presentation 15 minutes, questions and answers 5 minutes
- * **Please report to the Session Chair at least 10 minutes before your session is scheduled to begin.** Check that any equipment you need to use is set up and working properly.
- * The following will be available in each presentation room:
 - a notebook or PC with MS Windows and MS Powerpoint installed
 - a computer display projector, an overhead projector and a screenInternet access will NOT be provided inside the presentation rooms.

NOTES TO SESSION CHAIRS

- * **Please report to the Registration Desk and collect the Speakers' biographies at least 15 minutes before the session is scheduled to begin.**
- * At the beginning of each presentation, please introduce the speaker and the paper to the audience.
- * Please note the time limit for each presentation, and **give a reminder to the speaker 5 minutes before the end of the time slot.**
 - For a full paper or experience report presentation, give a reminder 20 minutes after it begins.
 - For a short paper presentation, give a reminder 10 minutes after it begins.
- * Please encourage questions and comments from the audience. Finally, thank the speaker and invite applause from the audience.
- * In case there is more time than enough, please decide to allow more time for presentation or discussion, or end the session early.
- * At the end of the session, please place the "**End-of-session Announcement**" transparency on the overhead projector.