**議事規則 Rules and Instructions**

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| 議事規則 | 備註 |
| 每一發表主題30分鐘 |  |
| 主持人介紹 ：2分鐘 |  |
| 個人發表時間：20分鐘 | 18分鐘響鈴一聲  20分鐘響鈴兩聲  響鈴二聲後請報告者結束報告，以利研討會議程之順利進行。每超過一分鐘響鈴一聲，以提醒發表人。 |
| 問題提問和發表人回應：8分鐘 | 發問人發言前請先說明所屬單位與姓名 |
| 發表者請於發表場次開始前15分鐘至發表場地 | |

**Rules and Instructions**

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| **Rules and Instruction for the Oral Presentation Session** | Notes |
| **Thirty (30) minutes for each topic** |  |
| Moderator: 2 minutes |  |
| Presenter: 20 minutes | One short ring: 2 more minutes to go  Two short rings: time is up  When 2 short rings are signaled, please kindly stop your presentation. A ring will be signaled every minute after the time is up. |
| Discussion and Response: 8 minutes | Please indicate your name and affiliation before asking questions. |
| **Please upload your file(s) to the computer 15 minutes before each session.** | |