

Oral Presentation Guidelines

► How to Prepare Presentation File(s)

All presentations must be given in English and all presentation materials must be written in English.

- **Presentation file format**

Oral Presentation file must be made in Microsoft Office POWERPOINT or PDF.

- **Slide size**

The size should be in a 4:3 format.

- **Fonts**

We only supply fonts that are included in the basic installation of Windows. **Fonts other than these should be embedded into your PowerPoint presentation.** Use of fonts not included in Windows can lead to words that bleed into graphics or bullets that may be the wrong style.

- **Pictures**

Images inserted into Power Point are embedded into the presentation. Images that are created at a dpi setting higher than 75 dpi are not necessary and will only increase the file size of your presentation. Try to avoid overloading your presentation with unnecessary images. JPG images are the preferred file format for inserted images.

- **Movies**

Please create your movies as MPEGs, WMV or MP4. When building your presentation, all files (PowerPoint and external, i.e. movie files) associated with your presentation must reside in the same folder. Be sure you bring your movie files along with your PowerPoint presentation; they are NOT embedded into the PowerPoint

► The Day of Your Presentation

- We advise the speakers who need to use the personal laptop to bring your equipment, such as VGA gender.
- Please bring your presentation file in USB memory stick with you to your presentation room at least 20 minutes before the start of the session.
- Please upload your PowerPoint file onto the computer for presentation and make sure that your file runs appropriately.
- Please introduce yourself to your session chair so that the session chair will know who is presenting the paper.
- Time management is VERY critical because people may switch between sessions for presentations that they are interested in.

► At the Session Room

- Please observe your presentation time allotted to you.
 - Plenary Lecture: 45 min (40 min talk + 5 min Q&A)
 - Keynote Lecture: 30 min (25 min talk + 5 min Q&A)
 - Invited Lecture: 20 min (15 min talk + 5 min Q&A)
 - Oral Presentation: 15 min (12 min talk + 3 min Q&A)
- The session room equipment consists of:
 - Lectern with microphone / Screen / LCD projector / Laptop / Laser pointer

Poster Presentation Guidelines

► How to Prepare Poster Presentation(s)

All presentations must be given in **English** and all presentation materials must be written in English.

- Your poster must be printed beforehand and brought along to the conference by the presenter.
- The poster is recommended to be the **A0 (84cm×118cm)** portrait format.
- The presenter should use an appropriate font size for the posters so that they are readable by attendees. Also, it is advisable to present the poster in a clear and legible format.
- Presentation title and name(s) of author(s) should appear at the top left hand side.

► The Day of Your Presentation

- Please try to arrive at the place of poster session at least 30 minutes before the start of the session.
- Please post your posters on the poster board designated to you.
- Tapes will be supplied to mount posters.
- During your poster session, please be around the poster board designated to you in order to interact with participants who are interested in your study.
- After your poster session, please help remove your posters from the board.
- Attendees will vote for Best Paper Award by placing a sticker on the poster of their choice. At the end of the session votes will be tallied, and a winner chosen.