

## Guidelines for Oral Presentation

Please read carefully the following information and contact the Congress Secretariat for any queries.

### ➔ Visit the Speaker's Room before Presentation

- Location of the Speaker's Room: **301, 3<sup>rd</sup> Floor, COEX**
- Operation Hours

August 22 (Sun)	August 23(Mon) - August 27 (Fri)	August 28 (Sat)
11:30~18:00	07:30~18:00	07:30~15:30

- All speakers are required to visit the **Speaker's Room** and submit presentation files **at least 4 hours before each session begins.**

### ➔ Presentation File

- Presentation files must be prepared in MS-PowerPoint in English.
- If fonts other than standard Windows fonts are used, bring the font files along with the presentation file.
- The PowerPoint presentation file must be submitted in a CD or USB memory stick and ensure that the file is copied correctly.
- If the presentation file contains animations, movies, or sound effects, speakers are required to bring all necessary files linked to the presentation.
- All presentation files will be stored in a network server and will be accessible from the laptop in each session room where the presentations are held.

### ➔ Presentation Time

- Please prepare your presentation to fit within the allocated time, as determined by the session moderator. For example, 15 minutes per presentation in the case of a 2-hour session with 7 presentations.
- Overruns is not allowed.
- Seats in the front row are designated for session speakers.

### ➔ Pre-Meeting With Moderators

1. Speakers will meet in the session room, with Moderators 5 minutes before the session begins.
2. Moderators will brief on the overall schedule including the allocated time for Q&A.

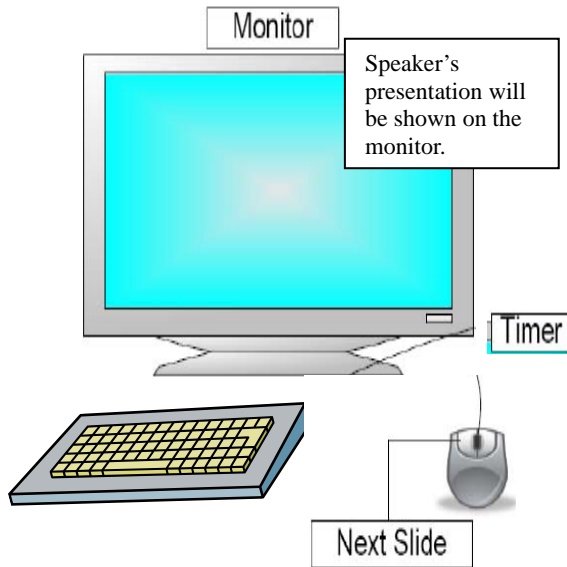
### ➔ Audio-Visual Equipment

- Each session room will be equipped with Intel Pentium Laptop Computer installed with Microsoft PowerPoint (ver. 2003 & 2007) and Adobe PDF Reader (ver. 8.0) operated in Windows XP (English version). A technician will be available to assist with the technical preparation of presentations.
- To avoid technical problems in the presentation, **the use of personal laptops are discouraged (especially Macintosh Laptop)** unless the presentation requires special software and/or hardware. In unavoidable circumstances, speakers should bring all the necessary adaptors which are compatible with our LCD projector (RGB Port). To ensure compatibility, speakers **MUST** check it at the session room **at least 30 minutes** before the session begins.

## ➔ Security Policy

- Restricted access will be applied to all presentation materials before and after presentation. All the materials will be deleted from all laptops after the Congress.

## ➔ Equipment on the Podium for Speakers



\* A timer will be set to display the remaining time of presentation.