



## Oral Presentation

### 1) Format

- **Files supported for presentation are Microsoft PowerPoint (PPT) and PDF.** The presentations made on a MacBook should be converted to files that are compatible with the PC OS
- All oral speakers should format their presentations in **16:9** to better fill the screens.
- If you have music, video, or other Multimedia attachments in your slides, please test them at the **Slides Desk** before your session(s) to ensure smooth playing.

### 2) Presentation Time

Invited Presentation	25 minutes, includes 3-5 minutes Q&A session
Poster Flash Talk (from abstract)	5 minutes

### 3) Presentation file submission and testing

- It is recommended that each speaker come to the **Slides Desk** to test the document as soon as your arrival, and copy your slides to your meeting room computer at least 1 hour before the session. For speakers who do not copy the slides to his meeting room, the time for copying your slides to the computer in the meeting room will be included in your presentation time.
- Speakers are suggested to bring along the presentation on a USB drive for submission and testing to the **Slides Desk**.
- Please be sure to check your presentation for viruses before uploading.

### 4) Presentation suggestions

- Speakers are advised to arrive at the meeting room at least 10 minutes before the start of the session and introduce themselves to the Session Chair.
- Oral presenters may visit the conference room to familiarise themselves with the equipment in the room or ask a volunteer if any questions. The volunteer in conference room could help you connect your laptop to the projector if you would like to give the presentation by using it. And please take an adapter and a USB drive with your slides copy as an option. Kindly note that the time spent on connecting your laptop to the projector will be included in your presentation time.
- Please discuss the material as reported in your submitted and approved abstract.



5) Slides Desk

	Conference Building (Left hand side of the Registration Desk)
Oct. 21 (Mon)	09:00-19:00
Oct. 22 (Tues)	08:00-17:30
Oct. 23 (Wed)	08:00-17:00
Oct. 24 (Thu)	08:00-17:00
Oct. 25 (Fri)	08:00-12:00