



# GUIDELINES FOR ORAL PRESENTATIONS

Please take the time to read these guidelines ahead of time to ensure your presentation is successful.

## 1 Session Information

- Each presentation will be limited to total of 12 minutes (10 minutes for presentation and 2 minutes for Q&A)
- In order to minimize interference with other presentations, overruns will not be allowed.
- Presentation should be in English.
- Please check your presentation order and session schedule via our website.  
(Abstract Submission → For Oral/Poster Presentation → schedule download)

## 2 Presentation Files

- Each presenter should prepare the presentation file in MS-PowerPoint.
- Presentations must be saved as a .ppt or .pptx file type.
- If using fonts other than standard MS-Office 2010 fonts, or if the presentation file contains animations or video clips, please also save separately and bring these files with the presentation.
- Please bring your presentation files with you on USB memory stick.

## 3 Audio Visual Equipment

- All presenters are required to use venue facilities only. Each session room will be equipped and prepared with the following:
  - ✓ Presentation computer with Windows OS, MS-Office PowerPoint 2010 and Adobe Reader on the podium
  - ✓ A smart pointer, a mouse and a timer
  - ✓ Beam projector
  - ✓ Screen
- To avoid frequently occurring technical problems, all presenters are asked to use only IBM compatible PC preset in the session room.
- Please note that our technical system does not support the 'Presenter View' mode that could show your notes as you present while the audience sees only your slides.

## 3 Preview Room

- Operation Hours

Date	Operation Hours	Place
Nov 8(Fri)	09:00~18:00	Lobby of Room A (3F)
Nov 9(Sat)	07:00~15:30	

- Please visit the Preview Room to upload and check your presentation files at least one hour before your session to ensure that all materials are satisfactory. A technician will be ready to assist you.



### 3 Travel Grant

- Operation Hours

Date	Operation Hours	Place
Nov 8(Fri)	08:00~18:00	Foyer, in front of E/V (3F)
Nov 9(Sat)	07:00~15:30	

- Please visit the Registration Desk at the venue, after your presentation to receive your grant after your presentation
- Please bring your copy of passport and boarding pass to verify your presence in our congress.