

## Guidelines for Oral Presentation

This guideline contains all the information you need to prepare for your presentation, so please read all the information carefully. Please note that presenters should complete their registration before March 15, 2024.

### Presentation

- ✓ The allocation time slot for your presentation is **30 minutes**, including 10 minutes for Q&A.
- ✓ All presenters are requested to strictly observe their assigned presentation time.
- ✓ Presenters are asked to be in their session room **at least 10 minutes before** the start of the session. Please report to your chair or session room staff.

### Presentation file Format

- ✓ Presentations should be created using Microsoft PowerPoint or Portable Document Format (PDF).
- ✓ The recommended presentation ratio is 16:9 format.

### Audio-Visual Equipment

- ✓ The session room will be equipped with a master computer, which shall be used for all presentations.
- ✓ We do not recommend using your own laptop computer for presentation to avoid technical problems and to save time that would otherwise be needed for changing connection.

### Presentation Material Submission

- ✓ Please bring your presentation file stored on USB stick and upload it in the preview rooms **at least 3 hours before** your presentation. Presenter will be able to upload or review/update their presentation(s) in the preview room.
- ✓ If the presentations including the movies/animations, please copy all the relevant files into a folder of your own creation.
- ✓ The location and operation hours for the preview room are as follows:

Location	Operating Time & Date
Preview Room (2F, BEXCO)	08:00 – 19:00, April 15 - 18, 2024