

Presenter's Guideline

1. **Oral presentation** is 30 minutes (20 minutes oral paper presentation and 10 minutes discussion). **Invited talk** is 50 minutes (40 minutes oral presentation and 10 minutes discussion). **Panel session** (25 minutes oral presentation and 20minutes comments and Q&A).

2. Speakers will be shown **reminder signs** three times, as follows:

- * **5 minutes left sign**
- * **2 minutes left sign + ring bell**
- * **Time's up sign + ring bell**


3. Presenters should prepare and bring their own handouts if they wish to distribute them to the participants. Suggested copies are between 50 -60 handouts.

(NO PRINTING SERVICE IS AVAILABLE AT TEAL-11)

4. We strongly encourage presenters to bring your presentation (either PowerPoint or Acrobat) on a **USB stick**. And arrive at least 30mins before your presentation to check capability, and save your materials on the provided notebook.

5. **Venue will be equipped with:** Water/Laser pointer pen/laptop (windows), D-sub 15 pins connector, Mac laptop is only by request in advance.

6. **If you bring your presentation with your own pc**, make sure the Mini D-sub 15 pin is indispensable. In case your pc is not available for the Mini D-sub 15 pin, you are required to bring your own adopter. If your computer does not have this connection, please bring an appropriate converter. Be sure to bring all required connection cables and AC adaptor for your own PC.

D-Sub 15-pin PC side(female)
● Holes for pinx 

(Note: laptop setup time will be included in your presentation time)

7. **Prior to your session**, you should make sure all fonts display as expected (use the EMBED FONTS feature in PowerPoint to help with this) and all sound/video clips play properly. If you use special fonts in your presentation, please either bring the font and installed in the provided laptop or bring your laptop for presentation.

Poster Format Guidelines (Location : 4th Floor Poster Hall)

- Poster format should be A0 (84x119cm), in vertical (portrait) orientation.
- The author(s)' name(s) and the contact information should be provided.
- A poster presentation includes one single poster.
- Participants are expected to print and bring their own poster.
- Poster Tape is provided upon registration.
- Posters are assigned by day. Find your assignment in the final program book
- Posters are to be set-up on the assigned day 13:00-13:50 PM. Poster set-up time 9:00AM-13:00PM, removal time 14:00-17:00 PM.

Poster Board



Poster board size 140*200cm