

Information for Presenters and Authors

Presentation Code:

Presentation codes are assigned for each presentation as

PL-0	for plenary speaker presentation
KN-0	for keynote speaker presentation
INV-00	for invited speaker presentation
OO-000	for oral presentation
PO-000	for poster presentation

where 000 is an identification number for each presentation.

The Presentation Code is announced on the website and can be found in the Program.

Instruction for Oral Presentation

General Information:

1. Oral presentations are required to be made by PowerPoint 2003 or higher.
2. Standard fonts, such as Arial, Times New Roman or Cordia New are preferable for the PowerPoint presentation.
3. The **Slide Loading Room (The Board Room Suite)** is provided for oral presenters to view and upload his/her presentation file. Please contact our staff upon your registration for the location.
4. You are requested to upload your presentation file in **Slide Loading Room (The Board Room Suite)** **at least 2 hours before your presentation time to ensure that the technicians have sufficient time to send your presentation file to the presenting room.**
5. The presentation time for **invited presentation is 30 minutes** (25 minutes presentation + 5 minutes for Q&A). The time for **general oral presentation is 15 minutes** (13 minutes presentation + 2 minutes for Q&A). There will be warning signal for the end of your presentation. Please strictly follow the schedule.
6. Due to the very tight schedule, we strongly encourage uploading your presentation file in our system. Your files will be completely removed after finishing the session.
For the invited speakers who wish to use your own personal laptop, please contact the committee in **Slide Loading Room (The Board Room Suite)** **in advance to check the compatibility with our audiovisual instruments.** In addition, for those who operate on **Macintosh**, please bring your own connection accessories.

Audiovisual Aids:

The rooms used for the presentation are equipped with

- A notebook for presentation equipped with Microsoft Office
- Screen for single projection
- An LCD projector
- A laser pointer

Instruction for Poster Presentation

Preparation of Posters:

1. The content of the poster should cover title, objectives, methodology, results, discussion and conclusion.
2. The poster size must not exceed **90 cm width x 120 cm height**.

Poster session:

There will be three poster sessions according to the schedule below:

Poster Session	Date	Poster Attachment	Poster Presentation	Poster Removal
I	Monday September, 10 th	Mon. Sept 10 th 8.00-8.30	Mon. Sept 10 th 16.30-18.00	Mon. Sept 10 th 18.00-18.30
II	Tuesday September, 11 th	Tue, Sept 11 th 8.00-8.30	Tue, Sept 11 th 16.30-18.00	Tue, Sept 11 th 18.00-18.30
III	Thursday September, 13 th	Wed, Sept 12th 8.00-8.30	Thu, Sept 13 th 16.30-18.00	Thu, Sept 13 th 18.00-18.30

Location and Time for Poster Attachment:

The location is the foyer of the Convention Hall. The time for poster attachment is specified according to the **Presentation ID** (see poster presentation ID file on the website) as follows.

Poster Session	Presentation ID
I Sept 10 th	PI-001 to PI-047
II Sept 11 th	PII-001 to PII-048
III Sept 13 th	PIII-001 to PII-059

Accessories:

Poster boards/double-sided tape will be provided in the poster presentation session area.

Poster Presentation Award:

Participants are expected to appear in front of their posters during the poster session. Please note that there will be judges to interview the poster presenters during the poster session to select the **Poster Presentation Awards** which will be announced during the Closing Ceremony on **Friday September 14th, 2018**.