Presentation Guidelines [Oral]

Please arrive at the session room 15 minutes before your session starts. Presentation files can be uploaded to the PC of the room or can remain on your laptop. In either case, contact the operator and make sure that your slides can be displayed on the projection screen. For the location of the operator, we refer to the images on the next page.

1. Duration of presentation

Plenary/keynote:	45 minutes	(40 min presentation & 5min Discussion)
Invited:	30 minutes	(25 min presentation & 5 min Discussion)
General:	15 minutes	(10 min presentation & 5 min Discussion)
Start-up Session	10 minutes	(10 min presentation)

2. Preparing Presentation

Aspect ratio/orientation slides:	16:9 Landscape
File type:	PPT or PDF
File Backup:	Copy your presentation files on a USB flash drive as a backup
Connection laptop:	HDMI (HDMI cables are located at the podium)

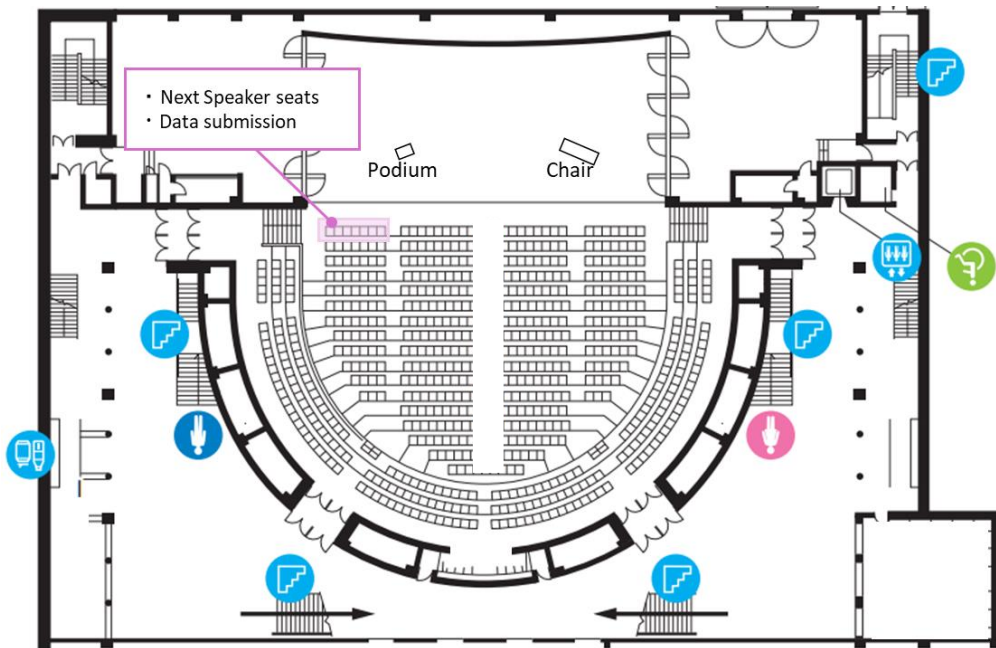*Copyrights and Image Rights are protected.

3. Day of Presentation

➢ Provide a USB flash drive that contains your presentation files to the operator at the room.
- Make sure to remove viruses from the drive.
- Provide the drive during the break before your session.
- Operators are located on the left side when facing the stage.

➢ Name your file as "Presentation No._Last Name", (e.g. I-01-04_Smith).

➢ Please move to "Next Speaker's seats" when the presenter preceding you is presenting. The seats will be set on the left side when facing the stage (see the images on the next page).

➢ It is your responsibility to use your laptop.
- Carefully check the operation from your laptop before the session starts.
- Bringing a power adapter for your laptop is recommended.
- **<u>The time spent connecting your laptop to the monitor counts as presentation time.</u>**

4. A timer is available at the podium.

🟢 Green: Presentation (Count down)
🟡 Yellow: Q&A starts (Count down)
🔴 Red: Time over (Count up)

[Room I]

- Next Speaker seats
- Data submission

Podium   Chair

[Room II]

Data submission

Next Speaker seats

Podium

Chair