

Instructions for Invited/Oral and Poster Presentation

Instructions for INVITED / ORAL Presentation

Time Allocation for Presentation

	Presentation Time	Discussion Time	Total
Invited	25 min	5 min	30 min
Oral	10 min	5 min	15 min

Audio Visual Equipment

All speakers can either use the computer prepared by the symposium or use your own laptop for the presentation. However do note that only MS PowerPoint and PDF will be acceptable by the computer. Kindly copy your presentation slide in a thumb-drive. If the presentation is on a Mac software, please provide your own laptop with adapter.

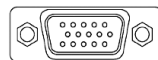
OS and Applications for Preparing Presentation Data OS:

- Windows 7/10 (English Version)
- Applications: Power Point only (Version: 2007/2010/2013/2016)

Note:

Please note that using any other font may cause letters to become unreadable

- Session rooms only support digital presentations through a single projector screen.
- You are encouraged to bring your presentation in a USB memory stick as a backup. (Presenter using own laptop)
- Please ensure that you bring the correct power adapter for your equipment.
- Your laptop will be connected to the projector with a “15-pin, mini D-sub” cable. Some PCs (Mac or thin laptops) will require a conversion adapter.
VGA 15-pin plug connector



- The Electrical supply is 230 volts AC. Speakers are responsible for transformers and plug adapters.

Type G (Three pins plug)



- Please turn off the screen saver, power save mode
- Set the resolution to XGA (1,024x768).

Before Presentation

We strongly recommend that all presenters check their presentation with the allocated computer or connection to ensure compatibility of your equipment before the session starts.

Please be in the session room at least 10 minutes prior to your session so that you can make a short preparation with your session chairs. We will prepare a microphone and a laser pointer.

On Presentation

You can control the slides with the computer provided at the podium / your own laptop. Time card and caution bells will be rung according to the remainder of your presentation time.

<Invited Presentation>

After a lapse of ..	Caution	
22 minutes	Show "3 Min" time card	Warning
24 minutes	Show "1 Min" time card	Ending of Presentation
25 minutes	Bell one time	End of Presentation
25 ~ 30 minutes	Q&A session	End of Presentation

<Oral Presentation>

After a lapse of ..	Caution	
07 minutes	Show "3 Min" time card	Warning
09 minutes	Show "1 Min" time card	Ending of Presentation
10 minutes	Bell one time	End of Presentation
10 ~ 15 minutes	Q&A session	End of Presentation

Instructions for Poster Presentation

Poster Display and Removal for Poster Session #1

	Time and Date
Put-up	8:00 - 12:00, 4 th July
Presentation Time	13:10 - 14:00, 4 th July
Removal	16:00 - 18:00, 4 th July

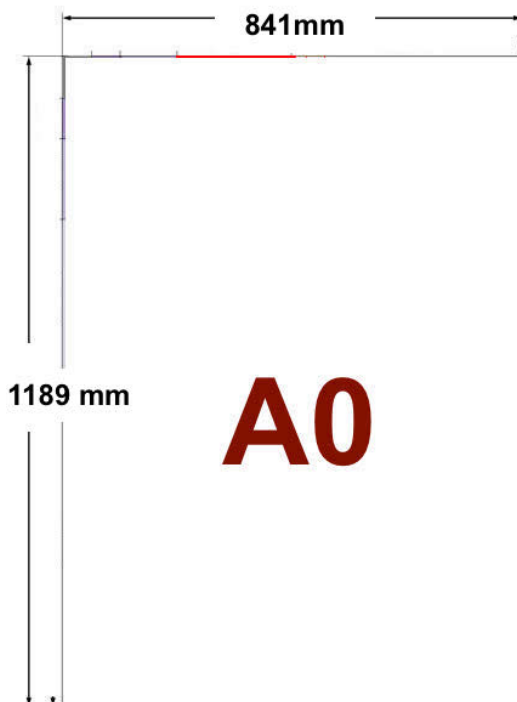
Poster Display and Removal for Poster Session #2

	Time and Date
Put-up	8:00 - 12:00, 5 th July
Presentation Time	13:10 - 14:00, 5 th July
Removal	16:00 - 18:00, 5 th July

On Presentation

Poster sessions will be held at the SBS Lobby Foyer on the Ground floor as the Lunch venue. Each poster presentation is allocated one poster board of size 90cm x 210cm. All posters presenters are responsible for putting up and removing their posters on their designated board during the times shown above. Posters remaining after the removal time will be removed and disposed by the Secretariat.

Presenters are to arrive at least 10 minutes ahead of the scheduled presentation time to check that all necessary supplies are present and to prepare for the presentation.



The size of poster is A0 size in Portrait orientation.

Size (Width x Height): 841mm x 1189mm

A label with the paper number will be paste at the TOP RIGHT hand corner of the poster panel in advance by the secretariat.

Presenters should use double side tape or Velcro tape to put up your poster.