

Guidelines for Oral Presentation

Please refer to the guidelines for your presentation and contact the Secretariat if you have any inquiries.

1. Presentation Time Allotment

- All oral presentations are 80 minutes sessions.
- 20minutes (including Q&A) for each speaker for oral presentations.

2. Submitting Presentation Files

- 1) All oral speakers in the technical session are requested to submit their presentations to the **Preview Room** at least one hour **prior** to the scheduled presentation time to ensure the files function correctly in the given environment.
- 2) For your convenience and security, a presentation system will be located in the Preview room and each session room. Our staff will be on hand to assist you.

3. Equipment

- 1) Computers (IBM only, no Mac) with Windows will be provided in session rooms.
- 2) Presentation slides should be prepared in an MS PowerPoint file (2003, 2007 or 2010 versions) for smooth operation.
- 3) We strongly recommend against using your lap-top, but if you wish to do so, please notify our staff in the Preview Room or session room prior to your presentation. (In this case, please bring an adapter for your device.)
- 4) If your file contains any movie clips or sound, please state so in the file name.

4. Best Paper Award

All papers from the technical session will be eligible for nomination for the best paper award. They will be reviewed by the chairs during presentation time. Awardees are requested to visit the Secretariat room to confirm attendance of the award ceremony which will be held at the closing ceremony.