Presentation Guidelines

Oral Presentation

Presentation time: 30 minutes (25 minutes for the presentation, and 5 minutes for questions)

Moderator *(Automatically be assigned to the last presenter)*
Responsibilities:
1. Fostering interesting discussion and helpful feedback on presentations.
2. Strictly enforce time limits.
3. Notify the speaker when there are 3 minutes left for the presentation.
4. If a presenter fails to show up, the session will resume with the next paper at the scheduled time. The time left can be used for discussion or recess.

Presenters
Responsibilities:
1. Introduce yourself before starting the presentation.
2. Presenters must wrap up all presentation material or finish questions within the time allotted.

Workshop Presentation

Presentation time: 90 minutes will be allocated for each workshop presentation.

Symposium Presentation

Presentation time: 90 minutes will be allocated for 3-4 individual presentations.

Poster Presentation

Presentation time: 3-hours will be allocated ***during lunch break***.

Poster Specifications:
1. Each poster should measure 117cm (height) x 84cm (width) to fit
   - 1-page of A0-size paper or
   - 8-page of A3-size paper
2. The Title of the Paper, Names of Authors and Affiliations should be indicated on the poster.

Set up:
1. Each poster will be assigned a poster code that will be posted on one of the display boards.
2. Poster presenters should mount their poster(s) on the display board before the session starts.

Removal:
1. Displayed poster(s) should be removed before the end of that conference day (Otherwise they may be disposed of).

Important Notes to Presenters
1. Declare your ***attendance*** to the conference staff before the session starts.
2. A projector and a desktop computer with ***Windows 7 and Office 2016*** will be provided.
3. Save the presentation materials in a ***USB flash drive*** and bring it to the conference.
4. Print out and bring along your own ***handouts*** if you wish to provide materials for audiences.
5. Should any problems or technical difficulties arise, please seek help from the conference staff.