



Guidelines for Paper/Symposium Presentations

- Each **paper session** is 80 minutes long, consisting of 3-4 presentations and a 20-minute open discussion. The first named person (i.e. the principal presenter of the first paper) will be the Chairperson of respective session. S/he will be responsible for introducing the presenters, controlling the timing of the session and facilitating questions.
- Each **symposium** is programmed for 80 minutes that should be divided among 3-4 presenters addressing the same issue from different perspectives. The symposium chairperson is responsible for introducing the presenters, controlling the timing of the session and facilitating questions.
- All presenters should be present throughout respective presentation sessions, present the papers and take part in the open discussion. Presenters are requested to strictly observe the allotted presentation time.
- In each session room, basic computer (PC format with Windows XP Professional and Microsoft Office 2007) and projection equipment will be provided. If you will be using a computer, it is advised that you bring your presentation on a flash drive and a CD (for backup purpose). Please also convert your files to the Microsoft Office 2007 version before you attend the Conference.
- Presenters are required to be present at the assigned venue at least 15 minutes before the start of your session. Please report to the conference staff near the venue and upload your file to the computer / connect your laptop if needed.
- Please bring around 20 copies of your paper for the audience.
- The presenters are responsible for obtaining permission to use any copyrighted materials.

Guidelines for Poster Presentation

Preparation of Posters

- Each presenter will be assigned a display board of 180cm (W) by 120cm (H). Pins will be available at the conference venue.
- Each presentation must include a title banner positioned at the top-center of the display board, that is legible from about 3m away. The title banner should include: title, author and coauthor names, affiliations and session code.
- There is no limitation on the size, number and materials of posters, but the contents should not be too crowded or use a font size smaller than 20-point. The posters should be numbered to indicate the logical sequence of the content, and be placed from left to right, from top to bottom.

Poster Schedule and Location

- **ALL** posters will be on display during 26-27 Nov 2009 in Rooms 01 and 02, G/F, Block D2 at the Conference venue.
- The set-up time of posters will be 0800-1000 on 26 Nov. After that the poster venue is open to Conference participants.
- All posters should be removed during, but no earlier than, 1530-1700 of 27 Nov. The Conference will dispose of all materials left at the venue after that.
- Costs associated with creating, transporting and displaying the poster, and relevant insurance arrangements will be the responsibility of the presenters. The Conference will not be liable to any expenditure, damage or loss so incurred.

Poster Discussion Session

- Presenters are assigned to a discussion session on either day, each 80 minutes. The 2 discussion sessions will be held on:
26 Nov (Day 2) – 1320-1440 and 27 Nov (Day 3) – 1050-1210
Please refer to the presentation schedule for your assigned discussion session.
- Presenters are required to be present at the poster venue at least 15 minutes before the start of the discussion session, report to the Conference staff at the venue, and stay throughout the session to discuss their poster contents with interested participants.
- No audio visual equipment can be used during the presentation.
- Presenters are recommended to bring 20 or more copies of their poster proposal to the discussion session. Presenters may also utilize handouts to supplement poster contents, which may include contact information for attendees who desire further information.
- The presenters are responsible for obtaining permission to use any copyrighted materials.



論文報告指引

- **論文發表**：每一分組環節為時 80 分鐘，包括 3-4 份論文報告及 20 分鐘討論時間。每節編定之首名發表者即為該環節主持，負責介紹發表者、控制時間及促進答問等工作。
- **專題研討**：每節同為 80 分鐘，由 3-4 名發表者就同一專題闡發己見，之後是討論時間。專題研討的主持需負責介紹發表者、控制時間及促進答問等工作。
- 各發表者須全程留守有關分組環節，發表論文及參與討論，並嚴守大會編定之時間流程。
- 各發表場地均配備基本電腦（支援個人電腦格式 PC format，配備 Windows XP Professional 和 Microsoft Office 2007 軟件）及投影設施。若需使用電腦，請將簡報檔案預先存在隨身碟／U 盤（flash drive）及光碟上（備份），並在出席研討會前將檔案轉換為 Microsoft Office 2007 版本。
- 各發表者須於編定環節開始前最少 15 分鐘抵達指定報告場地，向大會工作人員報到，並將簡報表或手提電腦（若適用者）安裝妥當。
- 請自行預備約 20 份講義，即場派予參加者。
- 發表者須自行承擔所有關於版權之責任。

海報交流指引

海報規格

- 大會為每位海報發表者提供一個展示架（寬 180 公分、高 120 公分），並於場內提供圖釘。
- 發表者須在展示架上方正中部份張貼標題，包括題目、每位作者姓名及服務機構、分組環節編號等；請採用較大字體，以在 3 米外清晰可見為準。
- 大會並無規定每份報告的海報總數、大小及物料，惟海報內容或排列不應過於擠迫，字體亦不宜小於 20 號。每張海報應標明序號，並於展示架上順序從左至右、由上而下排列。

海報展示時間及地點

- 所有海報均於 11 月 26-27 日在研討會場地展示，地點為 D1 座地下 01 及 02 室。
- 各發表者須於 11 月 26 日上午 8 時至 10 時內把展示架整理好，海報展示場地將於當日 10 時正式開放。
- 各發表者須於 11 月 27 日下午 3 時 30 分至 5 時期間移走場內海報及相關物資，其後餘下之物資將由大會棄置。
- 發表者須自行負責有關製作、運送及展示海報的所有費用及保險事宜，大會將不負責任何費用或損失賠償。

海報交流時段

- 大會將下列兩節分組環節編定為海報交流時段，每節 80 分鐘：
 11 月 26 日（第二日）下午 1:20 – 2:40 及
 11 月 27 日（第三日）上午 10:50 – 12:10
每名海報發表者須出席指定之一節交流時段，請參閱「發表時間」網頁，查看編定之時段。
- 各發表者須於編定之交流時段開始前最少 15 分鐘抵達海報展示場地，向大會工作人員報到，並在交流時段內全程留守場地，親自向參觀者解說及討論海報內容。
- 發表者不能使用任何影音器材協助展示海報。
- 請自行預備最少 20 份講義，即場派予參觀者。講義可為海報建議書的副本，加上若干補充資料及發表者的聯絡方法，以便有興趣人士跟進聯繫。
- 發表者須自行承擔所有關於版權之責任。