



Proposal and Presentation Guidelines

Important Dates *(subject to changes)*

- The proposal must be received by **15 July, 2009**.
- Proposers will be informed of the review result by **15 August, 2009** the latest.
- Successful proposers must register and pay the conference fee by **30 September, 2009**, otherwise they will not be allocated presentations in the Conference program. (Early Bird deadline: 1 September 2009)

Preparation of Proposals

- Each proposal should begin with a section comprising the following information:
 - theme of the symposium (for symposia only);
 - presentation title;
 - category of conference sub-theme;
 - name, affiliation and email address of each author (principal author first); and
 - 3 keywords in English.

The abstract of your presentation then follows.
- For proposals written in Chinese, please provide an English title.
- The body text should be in 300 words only and include no artwork.
- For symposium proposals, please include: (1) the symposium summary (a general description of the session); and (2) all individual proposals in sequence. Please save the summary and individual proposals in a single file to be submitted by the symposium chair.
- Proposals should be prepared in A4 pages with a 2.54cm/1" margin on all sides, saved in MS Word format (file extension .doc or .docx). Please name your file with the principal presenter's / symposium chair's name – e.g. for Dr. John David Murray, the proposal file should be named as **MurrayJD_1.doc**. If there is another proposal for a new presentation, the file name would then be **MurrayJD_2.doc**.
- Please submit proposals through the Conference's website. You have to first create a user account before submitting any proposal.
- The Conference may include accepted proposals in its publications or publicity materials.

Proposal Review

All proposals will go through a blind review process and proposers will be notified by 15 August 2009 the latest.

Guidelines for Paper/Symposium Presentations

- Presenters will be informed of the assigned time and location of presentation by 15 September 2009.
- Each paper session is 80 minutes long, consisting of 3-4 presentations and a 20-minute open discussion. The Conference will nominate a chairperson 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 should have its own chairperson responsible for introducing the presenters, controlling the timing of the session and facilitating questions.
- All presenters are kindly requested to strictly observe the allotted presentation time.
- In each session room, basic computer (PC format with Windows XP Professional and Microsoft Office 2003) 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).
- You 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 the parallel session code.
- There is no limitation on the size and number 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 Presentation

- Presenters will be informed of the assigned time and location of presentation by 15 September 2009.
- Posters should be ready for presentation at least 15 minutes before the assigned session, and be removed immediately after the session.
- Poster presenters must be present throughout the assigned session to discuss their posters 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 poster session. Presenters may also utilize handouts to supplement poster contents, which may include contact information for attendees who desire further information.
- Costs associated with creating and shipping the poster display will be the responsibility of the presenters.



建議書及報告指引

重要日期（將按需要而變更）

- 所有建議書必須於 2009 年 7 月 15 日或之前提交。
- 大會將於 2009 年 8 月 15 日或之前將審核結果通知各投稿者。
- 獲接納發表報告之投稿者，須於 2009 年 9 月 30 日或之前正式註冊及繳費，否則將不獲大會安排發表時間。（提早註冊於 2009 年 9 月 1 日截止）

建議書要求

- 每份建議書須在首節臚列以下資料：
 - 專題研討之主題（只適用於專題研討）；
 - 報告題目；
 - 相關副題類別；
 - 每位作者的姓名、服務機構及電郵地址，請先列出第一作者；及
 - 三個英文關鍵詞。隨後即為建議書內文。
- 以中文撰寫之建議書，請提供英文題目。
- 內文以 300 字為限，請勿插入任何圖像或美術設計。
- 每節專題研討之建議書須包括：(1) 一篇概要，簡述團隊組織和專題背景；及 (2) 各成員個別報告的建議書。請將概要及所有建議書按序排列，存入單一檔案，並由該節專題研討的主持人負責提交。
- 所有建議書須採用 A4 版面，設定四方邊界值為 2.54 公分／1 吋，並以 MS Word 格式存檔（副檔名為 .doc 或 .docx）。檔名請以主要發表者或專題研討主持人的姓氏命名，例如 Dr. John David Murray 提交的建議書檔名應為 **MurrayJD_1.doc**，隨後提交之另一報告建議書（若有者）則名為 **MurrayJD_2.doc**，以此類推。
- 請登入大會網址，建立個人帳戶，然後於線上提交建議書。
- 大會將把通過評審之建議書收錄在研討會刊物或宣傳資訊中。

評審

建議書將一律送交論文小組委員會，以不記名方式審批，大會最遲於 2009 年 8 月 15 日將結果通知各投稿者。

論文報告指引

- 大會將於 2009 年 9 月 15 日前通知各發表者報告之時間及地點。
- 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。大會將為每節安排一名主持人，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。專題研討的團隊需自行推選一位主持人，負責介紹發表者、控制時間及促進答問等工作。
- 請各發表者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 2003 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）。
- 各發表者須於發表前最少 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及大小，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。

交流指引

- 大會將於 2009 年 9 月 15 日前通知各發表者海報展示的時間及地點。
- 各發表者須預早抵達指定之展示場地，在正式開始之前 15 分鐘把展示架整理好，並於展示時間完結後立即移走所有相關物資。
- 海報發表者須在展示時間內全程留守場地，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。
- 發表者須自行負責有關製作及運送展示物料的所有費用。