



Instructions for Oral and Poster Presentations

Instructions for ORAL Presentations

Time Allocation for Presentations

	Presentation Time	Discussion Time	Total
Plenary	35 min	5 min	40 min
Invited	20 min	5 min	25 min
Oral	20 min	5 min	25 min
Tutorial & short Course	2 hours	-	2 hours

Audio Visual Equipment

All speakers can either use the laptop prepared by the conference or use their own laptop for the presentation. However, do note that only MS PowerPoint and PDF will be acceptable by the conference laptop. If the presentation is on a Mac, please provide your own laptop.

OS and Applications for Preparing Presentation Data OS:

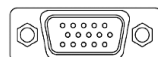
- Windows 7 (English Version)
- Applications: Power Point only (Version: 2007/2010/2013/2016)
- Fonts: Windows standard fonts

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 presenter checks their presentation with the allocated laptop or connection to ensure compatibility of your equipment before the session starts.

Please be in the session room at least 15 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 laptop provided at the podium / your own laptop. Time card and caution bells will be rung according to the remainder of your presentation time.

<Invited & Oral Presentations>

After a lapse of ..	Caution	
17 minutes	Show "3 Min" time card	Warning
19 minutes	Show "1 Min" time card	Ending of Presentation
20 minutes	Bell one time	End of Presentation
20 ~ 25 minutes	Q&A session	End of Presentation



Instructions for Poster Presentations

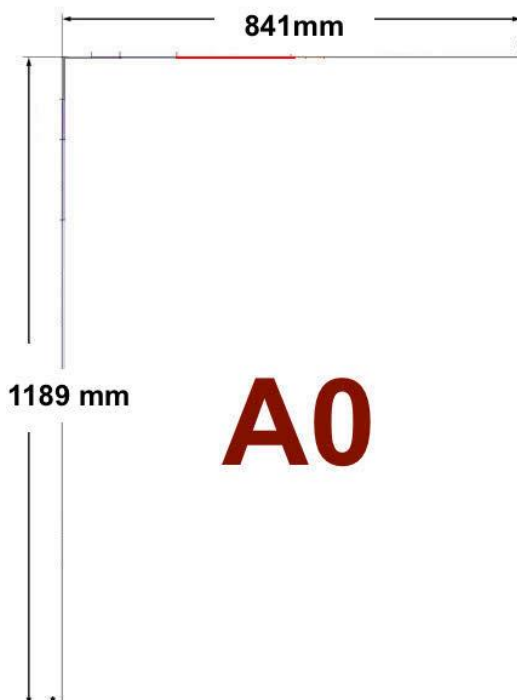
Poster Display and Removal

	Time and Date
Put-up	9:00 - 16:00, March 13
Presentation Time	15:15 - 17:30, March 14
Removal	13:30 - 15:00, March 15

On Presentation

Poster sessions will be held at the Melati Bay View Foyer on the 4th floor at 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 left 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.