

## Guidelines for Presenters

### Paper Presentations

- Three / four paper presentations per 1.5-hours session, approximately 25-30 minutes will be allocated for each paper.
- The first presenter in each session will be the session chair, who is responsible for making sure the presentations run smoothly within the given time frame.
- Each presenter is advised to spare a few minutes for Q&A.
- The presenters are welcome to prepare notes / handouts for their individual presentations if necessary.

### Workshop Presentations

- 60-minutes will be allocated for each skill-based, hands-on workshop presentation. The presenters are welcome to prepare notes / handouts for their individual presentations if necessary.

### Symposia

- 3-4 presentations will be arranged in one 1.5-hours session.
- The chair person in each session shall be responsible for making sure the presentations run smoothly within the given time frame.
- The presenters are welcome to prepare notes / handouts for their individual presentations if necessary.

### Visual Aid for Presentations

- For paper presentations, workshop presentations and symposium, please see below for the AV equipment provided:
  - PC with Windows XP Professional, equipped with Microsoft Office 2003
  - Internet (wireless Internet access network will NOT be provided)
  - USB Connection
  - CD-ROM driver (DVD-ROM NOT supported)
  - Projector
- Please check the AV equipment at the venue of your presentation 10 minutes prior to your session or during breaks. To review or modify your presentation files on site, you are strongly advised to load software, double-check your files and the equipment you will be using prior to your session.
- On-the-spot downloading is NOT encouraged to minimize the disturbance to other presenters.

### Poster Presentations

- A 2-hours session will be allocated for each poster session.
- Location: Lower Podium on Block of B4 (B4-LP)
- In this session, authors shall graphically display materials summarizing their research on the boards provided where the presentation title and a brief abstract in large typescript should be included. (W: 90 cm x H: 120 cm)
- Presenters must set up their displays one hour prior to the start of the session and then remove them one hour after the session.
- The presenters are welcome to prepare notes / handouts for their individual presentations if necessary.