PRESENTATION GUIDELINES

- Each oral presenter is allocated fifteen (15) minutes for their oral presentation and should be not more than ten (10) minutes total in length, allowing the additional five (5) minutes for question/answer time.
- Based on the allocated oral presentation time, your presentation should be approximately 10-12 PowerPoint slides.
- Each poster presenter (flash presentation) is allocated five (5) minutes, include question/answer time.
- Presentation is held in panels with various (3, 6, 4, 8, 9) presenters each session.
- Your slides will be projected with a projector on to a screen.
- It is not possible that you use your own computer for presentation.
- Each speaker is responsible for the content of his/her presentation.

ORAL PRESENTATION GUIDELINES

UPLOADING YOUR POWERPOINT PRESENTATION

- We will provide computers with uploading availabilities in front of the conference room according your presentation topic.
- We would greatly appreciate, if you can save your presentation in PowerPoint 2007 (or earlier) compatible format.
- For uploading your PowerPoint presentation, you should submit your presentation during the session before your session at the conference site.
- It is extremely important that you are required to bring your presentation on a USB memory stick or CD-ROM.
- To be on the safe site, we recommend you to bring your presentation on two different media (e.g. on 2 USB stick, or on one USB stick and on one CD in parallel).
- We cannot take the responsibility for media formats other than CD-ROM or USB memory.
- Please do NOT use VIDEOs embedded in PowerPoint presentation.

AUDIO VISUAL & ROOM SET UP

Each session room will be set and equipped with the following set up:

- Laptop
- Projector
- Single Screen
- Microphone
- Laser Pointer
- One/two committee members
- One moderator

POSTER PRESENTATION GUIDELINES

FLASH PRESENTATION
- Flash presentation is mandatory (max 5 PowerPoint slides).
- Please refer to each symposium schedule.

GUIDED POSTER
- Provide a "guided tour" through the poster.
- Answer questions about the research.
- Your poster must be ready on the first day of conference.