

Guidelines for Oral Presentation

The followings are the guidelines to assist you in preparing your session and participation.

1. Language / Time

- Language: English
- Allotted Time: 12min (9min. presentation & 3min. Q&A)
- * **Please note that all speakers must finish their talk within the time allotted. (Timer will be prepared on the podium.)**

2. Equipment

- A monitor, mouse and smart pointer, timer will be provided on the podium for speakers. No keyboard on the podium. The presenter view function is not available.
- Please keep to your scheduled time, and the session Chairs will ask you to stop once you have reached your official time allocation.



There are timers on the podium. Please check the signs below.

- Green light : In the middle of the presentation
- Yellow light (3 min. before the end) : Please get ready for Q&A
- Red light (End of the allocated time) : Please finish the presentation

3. Submitting the Presentation File

Please submit your presentation file at **the preview room** at least **2 hours** prior to your scheduled session to ensure the files function correctly in the given environment. Presentation slides should be prepared as an MS PowerPoint file 2003, 2007 or 2010, 2013 versions. If you have any other types of presentation files, please inform our staff of the preview room, in advance.

* All Presentations should be set in conventional format of **4:3 screen format**.

4. Preview Room

- Locations: **IDA 2 Room, B1(Lower Lobby)**
- Operation Hours: March 14-15 (07:30-18:00), March 16 (08:00-12:30)
- If your file contains video or sound, please inform our staff and check the system in advance.
- If you wish to present with your own laptop (IBM or MAC), you have to visit the preview room at least **2 hours** prior to your scheduled session.

< Important note for Macintosh Users >

- If you use your own Macintosh with our beam projector, we ask to bring your Mac Gender (Connector) Changer. (We don't provide any devices for Macintosh.)
- In order to use MAC presentation files on a IBM(PC) compatible computer, please note that you need to prepare it according to the instructions below, before bringing it to the preview room:
- Use a common font, such as Arial, Times New Roman, Verdana etc. (special fonts might be changed to a default font on a PowerPoint based IBM).
- Insert pictures as JPG files (and not TIF, PNG or PICT - these images will not be visible on a PowerPoint based IBM).