



## Instruction for Speaker Presentation

### General Information

- You are requested to hand in your slides, USB flash drive at the Slide Preview Room earlier than your presentation time at least 2 hours on the presentation date or the day before. Your cooperation in handing in your slides, USB flash drive early will ensure that the technicians will have sufficient time to load your presentations. Please give the technical personnel any special instructions you may have when you are loading your slide.
- Arrive at least 30 minutes before the session begins, get acquainted with the operation of the podium and location of the equipment, and meet the moderator/session. You are requested, to be seated at the next speaker's seat provided at the front row of the room at least 10 minutes before your presentation.

The Slide Preview Room is provided for speakers to view your slides at Lotus 13, Level 23<sup>rd</sup> of the congress venue.

The Slide Preview Room will be available during the following days/hours:

August 4<sup>th</sup>: 09.00 AM – 17:00 PM

August 5<sup>th</sup>: 07.00 AM – 17:00 PM

August 6<sup>th</sup>: 07.00 AM – 17:00 PM

August 7<sup>th</sup>: 07.00 AM – 15:00 PM

Remember the five rules of effective presentation are:

- Introduce your topic and inform your audience what you intend to speak about.
- Deliver your talk as time allocation as below:
  - Plenary lecture (P): 45 minutes (Without Q&A)
  - Keynote lecture (K): 30 minutes (25 minutes presentation + 5 minutes for Q&A)
  - Invited lecture (V): 15 minutes (12 minutes presentation + 3 minutes for Q&A)
  - Oral presentation (S): 15 minutes (12 minutes presentation + 3 minutes for Q&A)
- Summarize for your audience the most important points of your lecture.
- Carefully note the allotted time for your presentation which indicated above.



All presenters are requested to collect their slides, USB flash drive from the Speaker Preview Room and conference room, preferably after presentation. The Organizing Committee will not be responsible for your slides, USB flash drive not collected within this period.

### **Audiovisual Aids**

The rooms used for the presentations are equipped with  
Notebook for presentation equipped with Microsoft Office

Screen for single projection

A LCD projection

A laser pointer

The connection in case the speakers using their own laptop (both Mcintosh and PC)