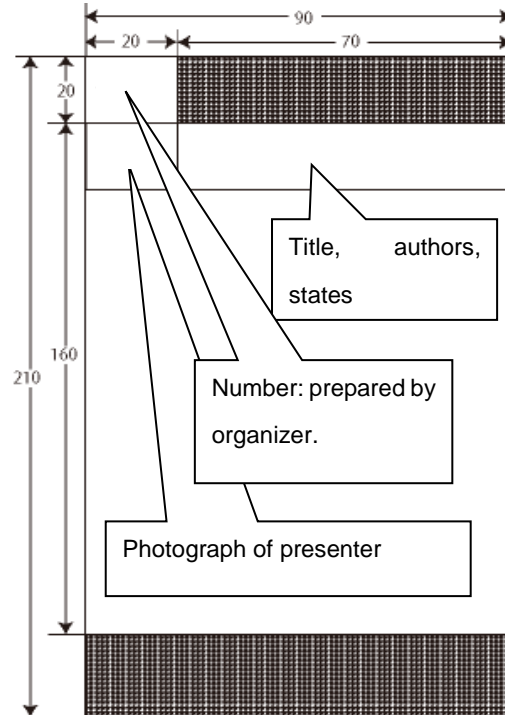


ORAL PRESENTATION GUIDELINES

- Oral presentations will be held in 2nd assembly hall (HALL300) and 3rd assembly hall (HALL500)
- Oral presentations are scheduled for 8 minutes and followed immediately by 2 minutes for audience Q&A before the next presenter. Punctuality is required.
- If using a PowerPoint presentation, please note that you need to submit your data via USB media storage device or CD to one of the Congress computers at Speakers' Preparation Counter at least 30 min before the start of your presentation.
- Please note that the Congress computers in the session halls are being supplied with Microsoft PowerPoint 2013 and 2016.
- Name your PowerPoint file with the Presentation Number and author's full name, e. g., O-2-3 TomJames.pptx.
- If using Macintosh presentation, please bring your computer to Speaker' Preparation Counter.
- If using movies and/or audio in your presentation, please tell the staff at Speakers' Preparation Counter.
- Alternatively, you may supply your own laptop computer. In such a case please confirm that it has a VGA socket (D-subminiature 15 pin) for external signals and prepare the VGA adapter as needed. Also, please bring the AC adaptor (computer charger) and backup data. Please pick up your laptop computer following your presentation at the slides operating place.
- Use a common font, such as Arial, Times New Roman, Verdana etc. (Special fonts might be changed to default font on a PowerPoint based PC)
- Please refrain from using the screen-saver setting, power-saver setting and "Presenter View".
- Please scan your file and storage with anti-virus software.

POSTER BOARD PRESENTATION GUIDELINES

- ❑ Posters will be presented in the TFT hall foyer.
- ❑ Posters may be prepared on one sheet or several smaller sheets.
- ❑ The dimensions of the poster board are portrait style: 0.9 m wide x 2.1 m long. It is suggested that your poster be 90 cm wide and 160 cm tall.
- ❑ Allocate the top of the poster for presenter's photograph (20 cm by 20 cm), the title, and authors as stated on the submitted abstract (70 cm wide by 20 cm tall).
- ❑ The text, illustrations, etc. should be bold enough to be read from a distance of two meters.



- ❑ Presenters should wear the ribbon attached to the poster board.
- ❑ Poster boards will be displayed throughout two days: Thursday, June 15 and Friday, June 16. .
- ❑ Presenters are able to set up their posters from 9:10 to 10:30 on Thursday, June 15.
- ❑ Poster tour/Discussion will be held 15:05-16:20 on Thursday, June 15, 13:55-15:10 on Friday, June 16. During this phase of the session, the facilitator will call upon presenters to speak about aspects of their work and /or present an overview of the main points of the poster. Presenters are requested to stand by their posters, and be ready to offer a short 3-minute summary of their poster work. Presenters may provide handouts to attendees if they wish. At the end of the presentation, the facilitator will lead a short 2-minute discussion of the poster and invite questions before the tour moves on to the next poster.
- ❑ Posters should be removed after 15:15 on Friday, June 16.
- ❑ The organizers will not be responsible for posters that are not removed by the end of the session on the day in which they have been scheduled.