



## For Oral Presenters

### 1. Time allowance for presentation. The time allocated for each presentation is as follows:

- Keynote Presentation: 60 minutes (Q&A included)
- Oral Presentation: 20 minutes (Q&A included)

*Careful time keeping is vital to ensure the smooth operation of the entire program. Please make sure not to overrun your allocated time.*

### 2. Equipment for presentation

Each meeting room is equipped with one microphone and one LCD projector. All speakers are requested to make your presentation that is compatible with PowerPoint and presented by using a laptop computer which will be provided by the organizer, but you may bring your own laptop computer which can be displayed with D-sub 15 pin.

- Please check whether if your laptop computer has a D-sub 15 pin connector or not.
- Please bring CD-R or USB memory to back up for laptop computer troubles.
- Electrical supply is 220 volts 50 Hz AC. Please bring necessary transformers and plug adapters.

*We strongly recommend you to check your laptop computer connection and presentation at the laptop computer desk of each session room at least 10 minutes before your session starts.*

### 3. When you make a PowerPoint file for your presentation, please be sure that all graphics are embedded in the presentation file. Fonts should be standard fonts such as Times New Roman, Arial, or Courier. If non-standard fonts must be used, they should be embedded in the presentation files. Also, please set up the slide size for "On-screen show." **We strongly recommend you to prepare your presentation slide for 15-20 pages in order to keep allocated time.**