Conference Presentation Guide

Oral Presentation

Equipment provided by the conference organizer:

- ✓ Laptop Computer (MS Windows Operating System with MS PowerPoint & Adobe Acrobat Reader)
- ✓ Projectors & Screen

Materials prepared by the presenters:
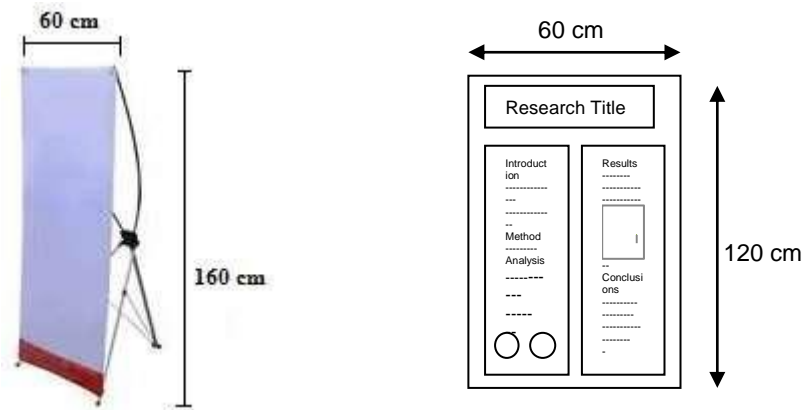
- ✓ PowerPoint or PDF files

Duration of each presentation:

- • Oral session: 12 minutes of presentation and 1-3 minutes of Q & A
- • Please check your presentation time and room in the conference program.
- • Please arrive at the room 10 minutes earlier and report to the session chair.

Poster Presentation

Materials provided by the conference organizer:

- ✓ X racks & base fabric canvases (as the figure below)
- ✓ Tapes or binder clips

Materials prepared by the presenters:

- ✓ Printed one-piece poster with the width at 60 cm and the height at 120 cm.

Poster format:

- • Material: not specific
- • Size: suggested at 60cm×120cm, must be smaller than the poster rack 60cm×160cm (as the figure above)
- • Content & layout: demonstration of the presenter's paper