



GUIDELINE for ORAL PRESENTATION

1. Oral presentation should be prepared in English (presentation schedules are communicated by Secretariat through e-mail).
2. Time allocated for each presentation is 8 minutes. Discussion (question & answer) session will be done in panel excluding the time for presentation.
3. Include only information or data that can be properly explained in the allotted time.
4. The presentation can be done using Power Point or Prezi. Please use sufficient font size, figure and contrast to ensure your text can be seen clearly from the back of the room.
5. Please bring the presentation slides in USB flash drive to our staffs in the Committee Desk during registration/ break time before your presentation session.
6. Presenters are expected to arrive at their session meeting room at least 10 minutes before the session begins.
7. A computer, monitor and microphone will be prepared in all the session rooms.
8. Presenters will control/advance the slides during their presentation. However, technical staffs have been arranged in the meeting rooms to assist as needed.

GUIDELINE for POSTER PRESENTATION

1. Poster presentation should be prepared in English.
2. Text should be brief and well organized, presenting only enough data to support conclusions and logically display data. All lettering, graphs and pictures need to be large enough to be seen clearly from a distance of approximately 1 meter.
3. The recommended size for poster is A1. Please do not exceed the height/width of the poster board (183 cm x 122 cm).
4. Poster numbers and set-up equipment will be provided by the event committee. Presenters are required to check in at the committee desk before they set-up their presentation.
5. Poster presenters are responsible for setting up and removing their posters.
6. Each poster is programmed to be on display for one day. Poster presentation schedules are communicated by Secretariat through e-mail.
7. Posters are displayed for the entire day (on the scheduled day) and presenters are required to be present at their board during break time for question and answer session.
8. All poster boards must be cleared in preparation for the next day, so presenters must remove their posters no later than 30 minutes after the conclusion of the first day session.