Presentation Guidelines

Oral Presentation Guidelines

Below are some guidelines to help you prepare your oral presentation.

1. Each presentation has the different allotted time. Please check the congress program for your assigned time.
2. All presentation must be made by on a computer using PowerPoint. Please use PowerPoint 2010, 2013 or 2016.
3. The Conference venue will have the computerized LCD projection system. Speakers are required to bring their own laptop computers.
4. Please make sure that your computer is equipped with mini-D-sub (15 pins)
5. Please do not forget to bring your own AC adaptor. Please make sure that your adaptor has 2pin-plugs. If your computer does not have one, please bring the converter.
6. To avoid losing your presentation data, we strongly recommend you to bring your data by USB and CDs as well.
7. Please deactivate your screen saver or power setting to avoid any trouble during your presentation.
8. There will be no Speakers ready room for this congress. Please directly bring your laptop with presentation data to the PC operation desk located in the presentation hall anteriorly.
9. The congress has very tight schedules, so we would be grateful for your punctuality.

Poster Presentation Guidelines

Display only. No oral presentation.

1. There will be no presentation time allotted for posters this time.
2. The size of each poster is 120 cm (4ft. Height) × 90 cm (3ft. wide).
3. We will have push-pins ready for your posters.
4. The posters left on the poster boards at the end of congress program will be taken down and disposed by the secretariat. Please make sure to take down your posters by yourself if you want to keep.

Preparation Date:	Thursday, February 1, 2018.
Preparation Time:	8:00 a.m. - 9:00 a.m.
Removal Date:	Friday, February 2, 2018.
Removal Time:	9:00 a.m. - 10.00 a.m.
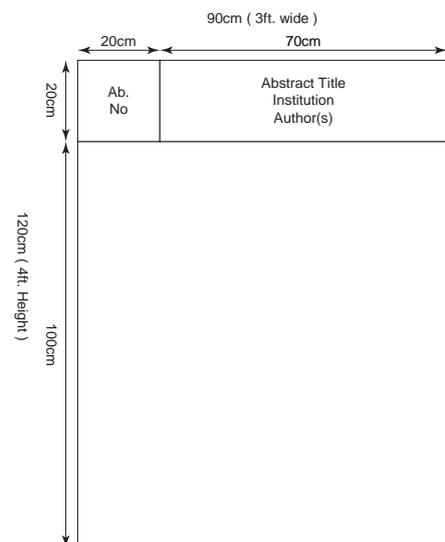
5. The conference secretariat is not responsible for posters that are left on the poster boards at the end of the conference.