

Presenter Guidelines

1 ORAL PRESENTERS

1.1 Onsite at the Conference

Speakers will need to register at the registration desk upon arrival at the conference to collect their name badge and related materials. You will be directed to the “Speaker Preview Room,” where you must upload your slides at least 2 hours prior to your scheduled presentation. If you have any queries regarding the program or your presentation during the conference, please visit the Speaker Preview Room on-site.

1.2 Session Details

The program is subject to change, so please check for any updates at the registration desk on-site. Each oral presentation will run for 10 minutes (8 minutes to present and 2 minutes for Q&A). Some oral presentations by invited speakers will run longer, typically 15-30 minutes. If you have a longer presentation time, you will be contacted individually. Please refer to the conference program to confirm your session time.

In the interest of fairness, please ensure that you adhere to your allotted time frame. The session chair will have a timekeeper to monitor your presentation and provide a warning 2 minutes before your time expires. It is extremely important to keep to your scheduled time. Running overtime is disrespectful to other speakers and disruptive to delegates.

1.3 Your Oral Presentation

Please arrive at your session room at least 20 minutes before your session begins. Session chairs will need time to meet you, ensure that their planned introduction for you is correct, explain how the session will be run, and show you where to sit.

Please note that the official conference language is English. All presentations must be made in English.

Three awards will be given for each conference category.

1.4 Your PowerPoint Presentation

Presentations should be supplied via a CD or USB memory device. Our presentation system uses Microsoft Office on a Windows operating system. The PowerPoint will be projected on a 16:9 screen. You are encouraged to prepare your slides in this dimension to optimize the projection area. A template is provided here for your reference.

For those speakers who use an Apple computer, we ask that you convert your presentation to the Windows equivalent.