

# Instructions for Oral Presentation

## Presentation Format

- The presentation computers are running Microsoft Windows and Microsoft Powerpoint. Please prepare your slides in 16:9 format. [A template is provided](#) for your reference.
- Please note that the official conference language is English. All presentations must be made in English.

## Session Details

- Most oral presentations are allocated 10 minutes (8 minutes for the presentation and 2 minutes for Q&A). Some oral presentations by invited speakers will be longer, typically ranging from 15 to 30 minutes. If your presentation is allotted more time, you will be contacted individually.
- Please refer to [this oral presentation schedule](#) to confirm your session.
- Please arrive at your session room at least 20 minutes before your session begins. This allows time for the session chair to meet you, verify the planned introduction, and explain how the session will be conducted.
- In the interest of fairness, please adhere strictly to your allotted time frame. The session chair will have a timekeeper who will provide a warning 2 minutes before your time expires. It is extremely important to stick to the scheduled time, as running overtime is disrespectful to other speakers and disruptive to delegates.
- Awards will be given for the best oral presentations.

## Uploading Your Presentation

- You may upload your presentation files through [this online form](#) (*Google account required*). Please note that the online form will only be available up till 10 October 2024. Once the conference begins, please upload your slides at the conference venue instead (Speaker Preview Room).
- Speakers must register at the registration desk upon arrival to collect their name badge and related materials. You will be directed to the "Speaker Preview Room," where you are required to upload your slides via USB storage device, at least 2 hours before your scheduled presentation. For any queries regarding the programme or your presentation during the conference, please visit the Speaker Preview Room on-site.