

Guidelines for Oral Presentation

Oral presenters must register for the meeting, as well as make their own hotel and air travel arrangements. **Presenters are kindly requested to upload your presentation in the speaker ready room at least 3 hours before the start of the session.**

PRESENTATION FORMAT

- Only presentations in MS-PowerPoint 2016 or earlier versions (*.ppt and *.pptx) with a screen ratio of 4:3 will be accepted. Please use horizontal slides and make sure all video clips/fonts are supported.
- You will be required to bring a copy of your presentation to the Congress and upload your presentation via the Speaker Ready Room, Room 202 THREE HOURS prior to the session. Please note that presentations attached to emails cannot be processed.
- Video recommendations: in PowerPoint 2010, we recommend that you use .wmv files while in PowerPoint 2013 and later, .mp4 files are suggested. If you are using PowerPoint 2007 or older versions, please do not forget to upload as well your video files as they cannot be embedded into the presentation.
- If you plan to use your own laptop, please come to the session earlier to ensure the compatibility. Be sure you bring any necessary electrical adaptors and connectors for your laptop. We DO NOT provide any of them.
- During the presentation, the moderators of the session will introduce you to the delegates.
- **Please follow the presentation and Q&A time listed below.**

Sessions	Session Rooms	Presentation Time	Q&A Time
Oral Session 1 (OS 1)	103	9 minutes	2 minutes
Oral Session 2 (OS 2)	South Lounge	9 minutes	2 minutes
Oral Session 3 (OS 3)	103	9 minutes	2 minutes
Oral Session 4 (OS 4)	South Lounge	9 minutes	2 minutes
Oral Session 5 (OS 5)	Plenary Hall	9 minutes	2 minutes
Oral Session 6 (OS 6)	201DEF	9 minutes	2 minutes
Oral Session 7 (OS 7)	103	9 minutes	2 minutes
Oral Session 8 (OS 8)	103	9 minutes	2 minutes
Oral Session 9 (OS 9)	South Lounge	9 minutes	2 minutes
Oral Session 10 (OS 10)	Plenary Hall	9 minutes	2 minutes
Oral Session 11 (OS 11)	201DEF	9 minutes	2 minutes
Oral Session 12 (OS 12)	103	9 minutes	2 minutes
Oral Session 13 (OS 13)	South Lounge	9 minutes	2 minutes

SESSION ROOM

- On your assigned oral presentation day and time, in your assigned session room, there will be a computer (Windows 10, MS-PowerPoint 2016) and projector in set-up.
- You will still be required to bring a copy of your presentation to the meeting in the event that a back-up copy is needed.
- Please arrive at your session room at least **15 minutes** before your session starts to meet the moderators and re-confirm your presentation slides.
- The Congress staff will be present at each session room to provide any relevant assistance.

SPEAKER READY ROOM

- Speaker ready room will be available every day throughout the Congress, where you may check, change or upload your presentation at least 3 hours before the start of the session. Our staff, together with you, will take a final look at your material and help you upload it.
- Service hours may be subject to change slightly upon final arrangement.

Speaker Ready Room	Date	Service Hours
Room 202, 2F, TICC	Friday, 24 November 2017	08:00*-18:30
	Saturday, 25 November 2017	07:50*-18:00
	Sunday, 26 November 2017	07:50*-18:00
	Monday, 27 November 2017	07:50*-12:00