

Information for Presenters and Authors

Presentation Code:

Presentation codes are assigned for each presentation as

PL-0	for plenary speaker presentation
AA-I-000	for invited speaker presentation
AA-O-000	for oral presentation
AA-P-000	for poster presentation

where AA is a session code, and 000 is an identification number for each presentation.

The Presentation Code is announced on the website and can be found in the Program & Highlight book.

Instruction for Oral Presentation

General Information:

1. Oral presentations are required to be made by PowerPoint 2003 or higher.
2. Standard fonts, such as Arial, Times New Roman or Cordia New are preferable for the PowerPoint presentation.
3. The **Slide Loading Room (Seminar room 4)** is provided for oral presenters to view and upload his/her presentation file. Please contact our staff upon your registration for the location.
4. You are requested to upload your presentation file in **Slide Loading Room (Seminar room 4) at least 2 hours before your presentation time to ensure that the technicians have sufficient time to send your presentation file to the presenting room.**
5. The presentation time for **invited presentation is 30 minutes** (25 minutes presentation + 5 minutes for Q&A). The time for **general oral presentation is 15 minutes** (12 minutes presentation + 3 minutes for Q&A). There will be warning signal for the end of your presentation. Please strictly follow the schedule.
6. Due to the very tight schedule, we strongly encourage uploading your presentation file in our system. Your files will be completely removed after finishing the session.

For the invited speakers who wish to use your own personal laptop, please contact the committee in **Slide Loading Room (Seminar room 4) in advance to check the compatibility with our audiovisual instruments.** In addition, for those who operate on **Macintosh**, please bring your own connection accessories.

Audiovisual Aids:

The rooms used for the presentation are equipped with

- A notebook for presentation equipped with Microsoft Office
- Screen for single projection
- An LCD projector
- A laser pointer

Oral Presentation Award:

Please note that there will be committee to judge your presentation to select **the Oral Presentation Awards** which will be announced during the Closing Ceremony on **Friday February 9th, 2018.**

Instruction for Poster Presentation

Preparation of Posters:

1. The content of the poster should cover title, objectives, methodology, results, discussion and conclusion.
2. The poster size must not exceed **90 cm width x 120 cm height**.

Poster session:

There will be two poster sessions according to the schedule below:

Poster Session	Date	Poster Attachment	Poster Presentation	Poster Removal
I	Wednesday, February 7 th	08.00-09.00	13.00-14.00	14.00-14.30
II	Thursday, February 8 th	08.00-09.00	16.00-17.00	17.00-17.30

Location and Time for Poster Attachment:

The location is the foyer of the Convention Hall. The time for poster attachment is specified according to the **Presentation ID** as follows.

Poster Session	Presentation ID
I	AN-P-001 – AN-P-052 / EE-P-001 – EE-P-038 / MN-P-001 – MN-P-060 / NP-P-001 – NP-P-031 / OR-P-001 – OR-P-026 / PH-P-001 – PH-P-028 / PO-P-001 – PO-P-021
II	AN-P-053 – AN-P-102 / FA-P-001 – FA-P-028 / IN-P-001 – IN-P-027 / EE-P-039 – EE-P-076 / MN-P-061 – MN-P-120 / NP-P-032 – NP-P-061 / OR-P-027 – OR-P-051 / PH-P-029 – PH-P-056 / PO-P-022 – PO-P-041

Accessories:

Poster boards/double-sided tape will be provided in the poster presentation session area.

Poster Presentation Award:

Participants are expected to appear in front of their posters during the poster session. Please note that there will be judges to interview the poster presenters during the poster session to select **the Poster Presentation Awards** which will be announced during the Closing Ceremony on **Friday February 9th, 2018**.