

Guidelines for Oral/Poster Presentation

❖ Oral Presentation

1. Plenary Lectures will be allotted 50 minutes for presentation. (45 min. speech + 5 min. Q&A)
2. Keynote Lectures will be allotted 40 minutes for presentation. (35 min. speech + 5 min. Q&A)
3. Oral presentations will be allotted 15 minutes for presentation. (12 min. speech + 3 min. Q&A)
4. Laptops with MS Power Point Presentation installed will be provided to each room. Presenters who wish to use any other programs are kindly advised to prepare their own laptops and projector cable.

❖ Poster Dimensions Requirement & Set-up Procedures

1. Presenters should prepare their posters appropriate for the size of the poster stand. Available work area is 90 cm wide by 120 cm tall.
2. Presenters are responsible for posting and retrieving their posters. Pushpins will be provided.
3. Presenters are required to set up their posters just after the previous oral sessions or plenary lectures, and are required to stay by their posters during the entire session. After the session, the posters and associated materials should be promptly removed.
4. The poster boards will be numbered by the organizers. The assigned number of your poster board will be found in the final program.

