

Guidelines for the oral presenters:

Oral session:

- ◆ Language: English
- ◆ Presentation time: The time for a slide presentation is 8 min, following 5 minutes of Q & A. Please reserve 2 minutes for switching the presenters.
- ◆ Speakers are requested to bring their presentation data (USB memory stick or CD-R) or own laptop computer. Those who wish to use Macintosh computer are requested to bring their own.
- ◆ Computer: We will provide you with a computer in Windows 7 and Microsoft Power Point 2007/ 2010/ 2013.

✧ Notes:

- Speakers who bring your presentation data in a USB memory stick or DC-R, the name of the file should be labeled with your presentation No. and your name as follows:
E.g. Q1-1_Mike Smith.ppt
Presentation No.
- Those who bring own laptop computer, you should be advised that your laptop should be installed with Windows Vista, Macintosh OS X or more recent versions.
- The computer should be fitted with an external monitor output terminal. If you are using a Sony VAIO, Macintosh or other type of computers with a special format monitor output terminal, please bring a D-sub 15 pin conversion adaptor with you.
- Audio device cannot be used during presentations.
- We strongly recommended that you make your slide using MS Power point software and backup the data in USB memory device, and bring it with you.

◆ Presentation procedure:

- Please register for previewing at the Preview Center **in front of the Room A** a day before or at least 60 minutes before your presentation.
- Please hand your data in a USB memory stick or a CD-R to a Preview Center staff after previewing.
- Speakers who bring own lap top computer are also requested to register at the Preview Center in front of the Room A a day before or at least 60 minutes before presentation.

Please bring your lap top computer to the Computer Operator Desk in your designated session room 30 minutes before your presentation.

- Opening Hours of the Preview Center :
 - ◇ August 31st, 16:30 – 19:00
 - ◇ September 1st, 9:00 – 18:00
 - ◇ September 2nd, 9:00 – 18:00
 - ◇ September 3rd, 9:00 – 13:00
 - ◇ September 4th, 9:00 – 15:00
- During your presentation, you can operate your computer by yourself using the monitor remote mouse provided on the stage.
- After your presentation, please reclaim your computer form the Computer operator Desk.