

Guidelines for Oral Presentation (in English)

1. 10 minutes to present and 5 minutes for question and answer (Q&A).
2. Once the presentation time has passed for 8 minutes, a session chair will ring a bell 1 time.
3. Once the presentation time has passed for 10 minutes, a session chair will ring a bell 2 times. The presenters should stop their presentation and prepare for Q&A.
4. All electronic files for the oral presentation should be prepared by using one of the listed formats, i.e., PowerPoint 2010 or earlier version, PDF Adobe Acrobat.
5. The presenters should install the electronic files into a desktop PC or a notebook provided in the presentation room:
 - On December 28, 2018 between 13.00 – 13.30.
 - On December 29, 2018 between 08.30 – 09.00.
6. If the presenters do not install the electronic files into a provided PC or a notebook according to the abovementioned time, there might be a change in the order of the presentations based on the decision of session chairs. This is to facilitate a smooth process and to follow the provided schedule.