



GUIDELINES FOR ORAL PRESENTATION

➤ Presentation Preparation

1. Each session room will be equipped with one laptop (installed with Windows 10, Microsoft Office 2016) and an LCD projector. **It is highly encouraged that all speakers use the provided laptop** to prevent the connection problems and save the installation time.
2. If you plan to use your own laptop, please come to the session earlier to test the compatibility. Please bring any necessary electrical adaptors and connectors for your laptop. We **DO NOT** provide any of them.
3. Please use horizontal slides (16:9) and make sure all video clips/fonts are supported. It is recommended to prepare a backup copy in the USB drive for your slides and video clips.
4. Please provide and test your presentation slides at least **ONE Hour Before** your presentation session at the Preview Room (Room 307, 3F). Preview Room will be in service during the Congress period.

Preview Room Service Hours

Date	Service Hours	Location
July 1, Monday	09:00-18:30	Room 307, 3F
July 2, Tuesday	07:30-17:00	
July 3, Wednesday	08:00-17:00	
July 4, Thursday	08:00-11:30	

**Service hours may be subject to change slightly upon final arrangement.*

5. The Congress staff will be at each session room to provide any relevant assistance.

➤ Presentation Duration

Kindly ensure your presentation fits within the allotted time:

Category	Total	Lecture	QA
Plenary Lecture	50	45	5
Keynote Lecture	20	18	2
Invited Lecture	15	13	2
General Oral Presentation	12	10	2
YSC Oral Presentation	10	8	2

➤ Young Scientists Competition Awards

Award Prize for the Oral Presentation:

- ✧ USD300 & Certificate for 1st place
- ✧ USD150 & Certificate for 2nd place
- ✧ USD100 & Certificate for 3rd place
- ✧ Certificate for the Outstanding Oral Presentation

Oral presentation awardees will be announced on the closing ceremony. Please note that absence to the ceremony will result in the forfeit of the awards. And the award recipients will be required to present the documents (Passport for overseas and ID card for domestic participants) for receiving the award prize.