

# Presentation Guidelines

## 1. Oral presentation time

	Total time	Presentation time	Q&A time
Plenary	40min	35min	5min
Keynote	30min	25min	5min
Invited	25min	20min	5min
Regular	20min	15min	5min

## 2. Oral presentation guideline

- 1) Presenters will be required to use their own laptops. Laptops will be available at the venue for presenters who are unable to bring their own.
- 2) Your laptop will be connected to the projector via HDMI. If you are using a laptop provided at the venue, please bring a USB flash drive containing your presentation materials. We also recommend that presenters bring their own laptops and USB flash drives just in case.
- 3) Presenters will be asked to contact the chairs before the start of their session and complete a connection test.
- 4) Presentation materials must be in PowerPoint or PDF format.
- 5) The [presentation template](#) is recommended, but not required.

## 3. Poster presentation guideline

- 1) Presenters will be provided with poster board and tape to secure their posters. The display size of the poster panel is 850mm wide and 1,600mm high and A0 size (841mm wide and 1,189mm high) is available.
- 2) Presenters must print and bring their own posters to the venue.
- 3) Presenters must display, present, and remove their posters during the times specified below.

Poster session		October 22, 13:30 – 15:30
Poster mounting		8:30 – 9:00, 13:00 – 13:30
Core presentation	Odd numbers	13:30 – 14:30
	Even numbers	14:30 – 15:30
Poster removal		After Closing

