



## **ORAL PRESENTATION GUIDELINES**

1. Please refer to the table below for presentation times:

<b>*Keynote/Plenary/Industrial talks</b>	30 minutes presentation
<b>Invited talks (parallel session)</b>	20 minutes presentation plus a maximum of 5 minutes discussion
<b>Technical talks (parallel session)</b>	10 minutes presentation plus a maximum of 5 minutes discussion

*\*An optional up to 5 minutes of discussion will be allowed if there is an ample time.*

2. Presentation materials should be either in PowerPoint format PPTX or PDF. Videos should preferably be in WMV or MP4 format; use a standard codec.
3. All presentation materials and videos should be saved to a USB flash drive.
4. Laptop, projector and laser pointer will be provided by the organizer.
5. Participation certificate will be given after each presentation session.

## **POSTER PRESENTATION GUIDELINES**

1. Posters should be put up to one hour before the poster session and removed by 04:30pm on the same day. The organizer will not be held liable for any loss and/or damage of the poster.
2. During the poster session, the presenters must stand next to their posters, so they can present their work and address questions from the delegates and a poster award judging panel. Each poster presentation will be evaluated by two independent judging panels for consideration of the "BEST PRESENTATION POSTER AWARD". Each presenter will be allotted up to 5 minutes to present their work to the judging panels.
3. Poster size is A1 portrait (W594mm x H841mm).
4. Material for attaching the poster will be supplied by the organizer.
5. Participation certificate can be collected at the registration desk after a poster session.