ORAL PRESENTATION GUIDELINES

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

*Keynote/Plenary/Industrial talks	30 minutes presentation
Invited talks (parallel session)	20 minutes presentation plus a maximum of 5 minutes discussion
Technical talks (parallel session)	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. Screen resolution with 4:3 aspect ratio. Videos should preferably be in WMV or MP4 format; use a standard codec. Please note that a speaker system is not provided by the organizer except for the Grand Ballroom.

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.