Guidelines for Oral Presenters

*updated on November 16

Presentation Outline

1. **Format:**
   In-person Format only. No virtual format.
2. **Official language**
   English
3. **Presentation time**
   20 min total
   (**16** min for presentation, **3** min for discussion and 1 min for preparation for the next presenter)
4. **Restricted Activities for participants**
   Please note that participants are not permitted to capture any screens, record presentations or copy any conference materials (such as the Book of Program, abstracts, or proceedings) for distribution to others. Thank you for your cooperation in maintaining the integrity and security of the conference.

Prior to the conference

Presenter is required to prepare their presentation slides as below:

1. **Format**
   Microsoft Office PowerPoint (.pptx), PPT Template will be provided
2. **Aspect ratio**
   16:9 (recommended) or 4:3
3. **Size of letters and numbers**
   24 points or larger

What you should prepare…

1. **Name badge and QR code for checking-in**
   We will send your name badge in PDF by email and find your QR code from your account around November 20. Please bring them with you to the conference.
2. **Proceedings**
   Download the digital proceedings from your account around November 20.
3. **Laptop with HDMI port**
   Bring your laptop PC with HDMI port for your presentation with you. If your device doesn't have the port, bring an HDMI adapter for your device, too.
4. **presentation data**
   A PDF on USB for any unexpected troubles

On the Day

Checking-in (On your first day only)	Check-in the registration desk at FIT Arena using QR code.
15 minutes **prior to your session** (during coffee break)	You are requested to come and bring your laptop with you to your session room **15 minutes** prior to the start of a session (during coffee break).
	When you arrive at the session room, please contact staff in the room and review your slides on the screen. Our staff will connect your laptop (HDMI port required) to the selector so that your presentation can be displayed on it sooner. In your turn, please place your laptop on the podium and start your presentation. If your laptop is not allowed to connect to the selector, please hand over your USB flash drive including your slides to the desk. "Presenter tools" of Windows can be used.

Session Starts	Have a seat in the "Next Presenters' seat". You will find power sockets on the waiting seat, so you are required to switch your laptop on so that you can start your presentation sooner.
Your presentation	Move and bring your laptop to the podium and start your presentation. For timekeeping, staff will ring a bell as below: 1st bell: 15 mins after you start a presentation 2nd bell: ~~17~~ **16** mins passed (End of the presentation) *move to a discussion 3rd bell: 19 mins passed (end of your slot)
Discussion	A chair opens the floor any questions.
End	The chair closes your presentation and return to your seat.

In case of no-show

If you are a no-show and don't give a presentation during the session, we cannot issue the Certificate of Presentation to you. A pre-recorded presentation video cannot be acceptable.