Instructions for Oral Presentations

[Observe Your Presentation Time]

Please check the time alloted for your presentation, and prepare your talk to fit within the designated time. Your slot includes question and answer time as well.

[Speakers' Ready Room]

All oral speakers are requested to submit their presentations to the **Speakers' Ready Room** at least 4 hour before the start of your session.

- Operation Time: 14:00~ 19:00 June 8(Sun)
**   07:30~ 19:00 June 9(Mon)~ 13(Fri)**
- Place: Room 300(3F), ICC

If using a **PowerPoint presentation (or PDF or any other PC based application),** please note you need to bring it on USB Memory stick and load it on one of th computers in the Speakers' Ready Room at least 1 hour before the start of the session.

If combining video films with PowerPoint, please make sure to check it in the session hall where your lecture is taking place during a coffee or lunch break prior to your session, at least 30 minutes before the start of the session - even after checking it in the Speakers' Ready Room.

Alternatively you may supply your **own laptop computer**. In such a case please confirm that it has a VGA socket for external signal and come to check it first in the Speakers' Ready Room as soon as you arrive and later on in the session hall where your lecture is taking place during the coffee or lunch break prior to your session, at least 30 minutes before the start of the session.

[Important note for Macintosh Users]

In order to use MAC presentations on a PC compatible computer please note that you need to prepare it according to the instructions below, before bringing it to the Speakers' Ready Room:

1. Use a common font, such as Arial, Times New Roman, Verdana etc. (special fonts might be changed to a default font on a PowerPoint based PC).
2. Insert pictures as JPG files (and not TIF, PNG or PICT - these images will not be visible on a PowerPoint based PC).

Alternatively you may use your own Macintosh laptop computer. In such a case please confirm you provide it with a VGA adaptor for external signal and test it in the session hall where your lecture is taking place.