INSTRUCTIONS FOR ORAL PRESENTATION

The following are a few guidelines to assist your preparation of presentation.

Ⅰ. Presentation Equipment

1> Computer (IBM only, no Mac) and monitor at the lectern for speakers will be provided in the session room.
2> Presentation slides should be made in **MS Power point (2007 higher version)** file for smooth operation.
  ● If you use your own laptop of Mac computer, please give a notice to the preview room in advance on site.
3> Internet access will not be provided in session rooms.

✓ Important note for Macintosh Users

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.

Ⅱ. Submitting the presentation file

1> For your safe presentation, it is highly recommended to submit your presentation file to the Preview room no later than 2 hours before your session.
2> You can check the presentation file in the Preview room as follows.

Time	March 27 - 28, 08:00-18:00
Place	Lobby 4F, Convention Center

Ⅲ. Presentation

1> You can operate your presentation by seeing the monitor at the lectern with the Laser Pointer.
2> If you bring your own laptop for presentation, you can transfer your presentation file by connecting your laptop using the RGB cable.

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