



Oral Presentation Guidelines

Allocated Presentation Time

Oral presentation: **12 mins (presentation) + 3 mins (Q&A)**

Reminder for presentation time:

- ✓ 10 mins: ring once
- ✓ 12 mins: time's up for presentation

■ Preparation

The onsite presentation system is compatible with the **Microsoft Office system and IOS system**. For optimal viewing, please prepare slide text in English with an aspect ratio of **16:9**.

All oral session meeting rooms are equipped with the following audiovisual equipment:

- A lectern computer workstation
- Lectern microphone
- A presentation clicker

■ Speaker Ready Room

All speakers must upload their presentation to the conference computer in Speaker Ready Room **1 hours** before starting of the designated session.

When checking in, please bring a copy of your presentation on a USB storage device to transfer to a conference computer. When reviewing your presentation in the Speaker Ready Room, make sure all fonts, images, and animations appear as expected and that all audio or video clips are working properly.