

Guidelines - Oral Presentation

1. *Audio-Visual facilities*

Each conference hall/room will be equipped with a computer, LCD projector and screen. The computers in the meeting rooms are provided with Windows-based PC users. The PC will be configured with Microsoft Windows 2007 operating system as well as with Microsoft Office and Adobe Acrobat Reader. **Please bring your presentation files in Thumb drives only.** Please load your presentations in the PC's before the session begins to avoid wastage of time.

2. *Prepare Your Presentation*

Length of presentation material should be in accordance with your time allotted. **You are kindly requested to be at the presentation room at least 30 minutes before the session starts.**

3. *Create a Backup Copy of Your Presentation*

We recommend that you bring at least 2 copies of your presentation to the meeting for backup purposes. Thumb drives, CD-R and CD-RW are acceptable.

4. *Give Your Presentation*

- Be considerate to the other speakers and audience by staying within your allocated time. The allocated time for your presentation includes a discussion and a changeover to the next speaker. Session Chairs will hold you to the allotted time. This is essential to ensure adequate time for questions and discussion as well as adherence to the schedule.

Please discuss the same material as reported in your abstract submission.

Guidelines - Poster Presentation

Prepare Your Poster

Each presenter is provided with a 3 feet (height) x 3 ft (length)

The presentation must cover the same material as the abstract submitted.

- a. Place your Presentation ID, Paper Title and Authors' names prominently at the top of the poster to allow viewers to identify your paper easily.
- b. Highlight the Authors' names, e-mail and address information in case the viewer is interested in contacting you for more information.
- c. You have complete freedom in displaying your information in figures, tables, text, photographs, etc in the poster.
- d. Include the background of your research followed by results and conclusions.

2. Materials

Adhesive tapes and scissors are available at the Poster Help Desk. If you have special needs for your poster presentation, please bring those supplies with you to the meeting.

3. Remove Your Poster

Posters must be removed after the poster session immediately.