



Panel Presentation Guidelines

How to Prepare Presentation File(s)

- All presentations must be made using the **English** language and all presentation materials must be created in English.
- **Presentation file format**
Oral Presentation file must be made in Microsoft Office POWERPOINT or PDF.
- **Slide size**
The size should be in a 4:3 format.
- **Fonts**
We only supply fonts that are included in the basic installation of Windows. **Fonts other than these should be embedded into your PowerPoint presentation.** Use of fonts not included in Windows can lead to words that bleed into graphics or bullets that may be the wrong style.
- **Pictures**
Images inserted into Power Point are embedded into the presentation. Images that are created at a dpi setting higher than 75 dpi are not necessary and will only increase the file size of your presentation. Try to avoid overloading your presentation with unnecessary images. JPG images are the preferred file format for inserted images.
- **Movies**
Please create your movies as MPEGs, WMV or MP4. When building your presentation, all files (PowerPoint and external, i.e. movie files) associated with your presentation must reside in the same folder. Be sure you bring your movie files along with your PowerPoint presentation; they are NOT embedded into the PowerPoint

Upload Presentation File(s) on the Website

- Please **LOG IN** and **upload** your Presentation file on **MY PAGE** by **June 5 (or bring your presentation file to Speaker's Ready Room an half day before your presentation.)** The maximum presentation size for uploading including materials is **10MB**.
- Click **“UPLOAD”** button and for uploading presentation file(s) on MYPAGE.
- You may log back in and modify your presentation files as many times as you like until the deadline.



The Day of Your Presentation

Please bring your presentation file in USB memory stick with you to the presentation room as a backup in case of emergency.

At the Session Room

- Please observe your presentation time allotted to you.
- The session room equipment consists of:
 - Lectern with microphone, laptop, mouse and laser pointer (You will be able to control your presentation file on the lectern)
 - Screen / LCD projector / microphone for Q&A / electronic nameplate for presenters
 - Time clock on the stage

Note: Although the presentation files should be submitted to the Speaker's Ready Room, connection line to a laptop will be prepared at the console for speakers who will use the personal laptop. However, we advise the speakers to bring your equipment for laptop connection including VGA gender to the session room.

Speaker's Ready Room

Please visit the Speaker's Ready Room an half day before your presentation day to review or check your presentation file even though you have uploaded it on MYPAGE already.

- Location: Room 209
- Operating Date & Hours

08:00-18:00	June 14(Wed)
07:00-18:00	June 15(Thu)
07:00-18:00	June 16(Fri)
07:00-15:00	June 17(Sat)



Allocated Presentation Time Guidelines

Please note that the presentation time given below is just for reference for the presenters to prepare their presentation. The presentation time can vary by each session at the discretion of the session chair.

<Instructional Course>

- 50 minutes in total (including 10 minutes discussion)
- 2 presenters: 20 minutes presentation
- 3 presenters: 13 minutes presentation
- 4 presenters: 10 minutes presentation

<Panel Session>

- 80 minutes in total (including 20 minutes discussion)
- 4 presenters: 15 minutes presentation
- 6 presenters: 10 minutes presentation
- 8 presenters: 7.5 minutes presentation
- 10 presenters: 6 minutes presentation