

INSTRUCTIONS FOR ORAL PRESENTATION

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

I . Presentation Equipment

- 1> **As for the aspect ratio of your presentation file (slides), a ratio of 4:3 is recommended.**
- 2> A monitor at the lectern for speakers will be provided in the session room.
- 3> Presentation slides should be made in an **MS Power point (2007 or newer version)** file for smooth operation.
- 4> **The Slide Note function will not be provided by default.** If you need the function, please use your own laptop computer.
 - If you use your own laptop or Mac computer, please notify the preview room in advance on site.
- 5> Internet access will not be provided in session rooms.

✓ Important note for Macintosh Users

- 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).

Alternatively, you may use your own Macintosh laptop computer. If this is your case, please confirm you have a VGA adaptor and test it in the session hall beforehand where your lecture will take place.

II . Submitting the presentation file

- 1> For a smooth presentation, it is highly recommended you 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 30 - 31, 08:00-18:00
Place	Emerald Hall (3F)

III . Presentation

- 1> You can operate your presentation in view of 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 an RGB cable.