

Oral Presentation Guidelines

※ All presenters are required to attend and present onsite. ※

1. Presentation Material Format

- 1) File Format: Microsoft PowerPoint (2013-2019 versions)
- 2) Language: **English**
- 3) Slide Size: **16:9**
- 4) Font: Aptos, Calibri, Times New Roman (Please use basic fonts like this.)
- 5) Template: [Click!](#)
 - The transmission screen is 16:9, so if you submit it at 4:3, both sides of the slide may look black.
 - If you don't use a basic font, please submit the presentation material and font file together.
If you don't hand over the font file, the contents of the file may look broken in the Preview Room & Session Room.
 - If the presentation material includes a video, please make sure it plays well.
- 6) Please be punctual and keep to the allotted presentation time.

2. Slide Note guidelines

- You can see both the PPT slides and the slide notes screen which the script for the PPT is displayed.
- If you are using the slide note function and want to control it from the podium, please tell the preview room staff to check in advance for how it looks on the podium.
- **If you connect your personal laptop in the session room, the slide note function may be restricted.**

3. Preview Room (Presentation File Submission)

- 1) Location: **Preview Room (B1F, IDA Hall, next to the Registration Desk)**
- 2) Operating Hours: 3/19 (Thu.) 07:30 - 18:00, 3/20 (Fri.) 07:30 - 18:00, 3/21 (Sat.) 07:30 - 17:00
- 3) Information
 - All presentation files (the final file) must be submitted to the Preview Room.
 - Please submit your presentation file to the Preview Room **at least one hour** prior to your scheduled session to ensure the file functions correctly in the given environment.
 - * **Please bring your file on a USB flash drive.**
 - If your file contains video or sound, please inform our staff and check the system in advance.
 - There may be corrections or errors, so the presenter must check and submit the final presentation file in the Preview Room according to guidance.
 - The staff will help you submit the presentation file, and the Preview Room is only available for submitting and checking the files (No personal or other internet use)
 - **If there are video or audio files, please review them in the preview room.**

4. Equipment

- A single monitor will be provided on the speaker podium, allowing you to view both your slides and speaker notes on one screen. A mouse will be available, but please note that there is no keyboard on the podium. All systems are based on the Windows OS.
- **The use of personal laptops and Macs in the session room is not recommended. If you wish to present with your own laptops, please visit before at least 1 hour prior to your scheduled session. (2 hours before if the file size is large)**
- If you use a Mac laptop or a slim laptop in the session room, please bring your own connector (to HDMI). Connectors are available in the preview room and session room, but the specifications of the connector may vary from laptop, so it may not fit the connectors available on site.

5. Before your Presentation

- Presenters should be seated in the "SPEAKERS" section at the front of the room **10 minutes before** the session Starts. * Please be sure to keep to the allocated presentation time in consideration of the next speaker.