

### **INSTRUCTIONS TO SPEAKERS**

- 1) Your oral presentation should not exceed **12 minutes**. At the **9<sup>th</sup> minute**, a reminder bell will be sounded as a signal for you to wrap up your presentation within the next minute.
- 2) Your presentation will be followed by a short Question and Answer (Q/A) Session. The length of your Q/A session will be at the discretion of the session chairperson(s), depending on the number of speakers and the progress of the presentations in the session. Generally the Q/A session for each paper will not exceed **3 minutes**. In cases when extra time is available, the chairperson(s) may invite further questions from the audience, who can address their questions to any speakers in the session.
- 3) Kindly refer to the Technical Program (available at the conference website and in the Program Booklet) for your presentation session, time and venue. A copy of the latest technical session will also be posted on the notice board outside the respective venue.
- 4) Please submit your **Microsoft Powerpoint file** (using Office 2007 or lower version), together with a short CV (you should have received a template by email or you can request for hard copy from the registration desk) to the student helpers at the end of the preceding session, or at least half an hour before the start of your session at the respective venue. You should also meet up with the Chairperson(s) of your session to inform them of your presence.
- 5) To minimize technical difficulties and time wastage, all presentation files will be preloaded onto a common Windows-based laptop computer for use at the session venue. **The use of individual personal computers or laptops is discouraged.** It is advisable to bring along your Microsoft Powerpoint file in both CD and USB storage device as backup.
- 6) If there is a possibility that you may be late for your allocated presentation slot for some reason, please contact our student helpers or the chairperson(s) so that your presentation may be re-scheduled to the later part of the session.

### **INSTRUCTIONS TO CHAIRPERSONS OF PARALLEL SESSIONS**

- 1) The chairperson(s) and speakers of the session should meet at the end of the preceding session at the presentation venue.
- 2) Student helpers will be there to pass you the speakers' CV and inform you of any last minute changes or matters.
- 3) Please note that the allotted time for an oral presentation is **12 minutes (excluding Q&A)**. A student helper will ring the bell after **9 minutes** to signal that there is only 1 minute remaining for the presentation. If the presentation stretches over 12 minutes, you should cut short the presentation to ensure good time keeping.

- 4) Each presentation will be followed by a short Question and Answer (Q/A) Session. The length of each Q/A session will be at the discretion of the session chairperson(s), depending on the number of speakers and the progress of the presentations in the session. Generally the Q/A session should not exceed **3 minutes**. In cases when extra time is available, the chairperson(s) may invite further questions from the audience, who can address their questions to any speakers in the session.
- 5) Kindly refer to the Technical Program (available at the conference website and in the Program Booklet) for your presentation session, time and venue. A copy of the latest technical session will be posted on the notice board outside the respective venue.

### **INSTRUCTIONS TO KEYNOTE SPEAKERS**

Please meet up with the keynote chairperson at least 15 minutes before the beginning of your keynote lecture. Student helpers will be available at the venue to help you upload your powerpoint file to the assigned computer at the venue. Please take note that each keynote presentation is allocated a total duration of **30 minutes (including Q&A)**. A student helper will **ring the bell 5 minutes before the end of presentation**, upon which you should wrap up your lecture so as not to disrupt the subsequent program schedule.

### **INSTRUCTIONS TO CHAIRPERSONS OF KEYNOTE LECTURES**

The chairperson of the keynote lecture should meet up with the keynote lecturer at least 15 minutes before the beginning of the session. The keynote speaker's CV and abstract should have been e-mailed to you before the keynote lecture. Please print out a hard copy and bring it with you to the venue. A student helper will be there to assist you and inform you of any last minute changes or matters.

Please note that each keynote presentation is allocated a total duration of **30 minutes (including Q&A)**. A student helper will **ring the bell 5 minutes before the end of presentation**. If the presentation stretches over 30 minutes, you should remind the speaker to wrap up the presentation. Should extra time be available, the chairperson can initiate questions or invite questions from the audience for a short discussion.

IMPORTANT NOTE: The organizers deeply appreciate your cooperation to adhere strictly to the above instructions. The chairpersons will convey last minute changes to the speakers and apply their discretion where necessary to manage the allocated time in the most effective way.