

Speaker Guide – Oral Presentation

1. *Presentation ID – How to Read*

AS01 – D4 – PM1 – Aqu3 – 007				
Session Code	Conference Day 4	PM Session 1	Room Aquarius 3	Presentation Order
AS01	D4	PM1	Aqu3	7

2. *Prepare Your Presentation*

Length of presentation material should be in accordance with your time allotted.

You are requested to load your presentation material if it is Power Point before the session starts.

3. *Determine Your Audio Visual Needs*

All meeting rooms are equipped with the following audio-visual equipment:

1 LCD Projector 1 Windows-based PC
1 Screen 1 Laser Pointer

The computers in the meeting rooms are being provided to Windows-based PC users. The PC will be configured with Windows operating system. Please bring your presentation files in thumb drives only.

4. *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. Only thumb drives are acceptable.

5. *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. At the end of the meeting, all presentation files will be destroyed.