

## ■ Presentations – Preparation Guides

### Speaker Ready Room (Convention Hall, Room 208-B)

The computers here are being provided to Windows-based PC users. The PC will be configured with Microsoft Windows XP Professional operating system as well as with Microsoft Office XP and Adobe Acrobat Reader.

Participants may review presentation materials here

- 16 June, Monday: Opens 8.30am to 2pm
- 17 June, Tuesday to 19 June, Thursday: Opens 8.30am to 5pm
- 20 June, Friday: Opens 8.30am to 3.30pm

### Presentation Time Slots (*Actual may vary – please check session schedules*)

AM1: 8:30 – 10:30      PM1: 2:00 – 3:30  
AM2: 11:00 – 12:30      PM2: 4:00 – 6:00

### Oral Presentation

#### 1. Presentation ID – How to Read

<u>AS03 – D1 – AM1 – 204 – 008</u>				
Session Code	Conference Day	AM Session 1	Room	Presentation Order
▼	▼	▼	▼	▼
AS03	D1	AM1	204	8

#### 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

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#### 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. Thumb drives, CD-R and CD-RW 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.

## Poster Presentation

Poster sessions will be located on Level 1 of the convention centre and your assigned poster board will be marked with your Paper ID. Please feel free to approach the help desk for assistance.

### 1. *Poster Display and Viewing*

Poster Viewing Time From 4pm to 6pm	Poster Set-up from 10am Poster Tear Down after 6pm
Day 2 – 17 Jun – Tue	Sections: HS & ST
Day 3 – 18 Jun – Wed	Sections: OS & SE
Day 4 – 19 Jun - Thu	Sections: PS, AS, IWG

### 2. *Prepare Your Poster*

Each presenter is provided with a 2.5 metre high by 1 metre wide poster board.

The presentation must cover the same material as the abstract submitted.

- Place your Paper ID, Paper Title and Authors' names prominently at the top of the poster to allow viewers to identify your paper easily.
- Highlight the Authors' names, e-mail and address information in case the viewer is interested in contacting you for more information.
- You have complete freedom in displaying your information in figures, tables, text, photographs, etc in the poster.
- Include the background of your research followed by results and conclusions. A successful poster presentation depends on how well you convey information to an interested audience.

### 3. *Set Up Your Poster*

- Posters should be set up at the given time of the assigned day.
- Posters are scheduled to be on display from 10am to 6pm for a day.
- Interactive forum is as scheduled and presenters are required to be at their posters during poster viewing times.
- Adhesive tapes and scissors are available at the Information Desk, nearby the poster boards. If you have special needs for your poster presentation, please bring those supplies with you to the meeting.

### 4. *Remove Your Poster*

- Posters must be removed after the viewing time by 6.30pm
- Posters remaining after these times will be removed. AOGS will not be responsible for posters and materials left on poster boards after the stated hours.