

## Presenter Guide – Oral

### 1. Presentation ID – How to Read

AS01 – D4 – PM1 – EH - 007				
Session Code	Conference Day 4	PM Session 1	Room Empress Hall	Presentation No.7
AS01	D4	PM1	EH	007

### 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:

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

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. For MAC-laptop users, please bring your own VGA adapter cable.

### 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 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.