

INFORMATION FOR SPEAKERS

Speaker Preview Room, VIP Lounge 1, Level 1

Speakers are requested to upload their presentation slides at the Speaker Preview Room at least 3 hours before the start of their sessions. If your presentation is scheduled in the early morning sessions, please upload your presentation slides the day before.

Date	Time
18 July 2018 (Wed)	14:00 – 20:00hrs
19 July 2018 (Thu)	07:30 – 17:30hrs
20 July 2018 (Fri)	06:30 – 17:30hrs
21 July 2018 (Sat)	06:30 – 12:00hrs

Presentation Format

Please format the aspect ratio of all your Powerpoint slides to 16:9.

Only presentations using PowerPoint are acceptable. Sound data cannot be used. Please use the mouse provided at the speaker's podium to operate your own presentation. (Note: The computer on which the presentation is stored is not situated at the podium.) Presenters who wish to use Keynote for Mac OS computers will need to use their own computers. Please approach the AV staff at the control station for assistance.

Important note: Please save data in accordance with the notes below, and store data on a USB flash memory device. At the Speaker Preview Room, please provide the AV staff with your name and the session you will be speaking in.

Data Format

1. Use Microsoft PowerPoint 2016 and save presentation in .ppt or .pptx to ensure compatibility with the onsite PC.
2. We are unable to guarantee the quality of Mac OSX-based presentations; please check in advance for Windows compatibility or bring your MacBook to the Speaker Preview Room for onsite assistance.

The data you provide (on a USB flash memory drive) will be temporarily stored on the server in the Speaker Preview Room. The organizer will erase all data after the conference.

3. Videos: Compress videos to less than 500MB. Only videos in MP4, MPEG, or MOV formats can be accepted. If you are unable to convert files, please approach the technical staff at the Speaker Preview Room for assistance.

Free Paper Presentation

It is compulsory for all free paper presentations to be uploaded in the Speaker Preview Room at least 3 hours before the start of their sessions.

For Presenters using Own Personal Computer

(Not applicable for free paper presentations)

AV staff will check the external output of your machine using an LCD monitor. Please switch off any screensavers, antivirus programs, and power-saving modes prior to your presentation. Please remember to bring your own power cable for your computer. If you are using a Mac computer, please remember to also bring your own computer and cables for connection to a projector.

Time Keeping Protocol

The meeting program is intensive and keeping to schedule is essential. Session chairs will be strict with time keeping. Speakers should take note of the following time keeping protocol:

- 1 RING indicates that the speaker has 1 minute of presentation time left
- 2 RINGS indicate that presentation time/discussion is finished
- Microphone will be muted 5 seconds after presentation time is finished