

Guideline for Presenters

1. Presentation

1) Presentation Time

Allocated time for your presentation is in total 10 minutes (7 minutes for presentation and 3 minutes for discussion).

2) Registration for presentation

First of all, please come to Presentation Desk to register for your presentation up by 60 minutes before your session. Please be seated at the "Next Speakers' Seat" in the conference room at least 5 minutes before your session. Please be punctual.

3) Please handle the PC on your own during your presentation.

4) We will not distribute any handouts from the presentation at the venue.

5) If there is any cancellation or absence of presenter, we will move forward to the next presenter.

2. Copy of your data

1) Acceptable media

We only accept USB flash drive. Please save your data for back up just in case any damage.

2) Please come to Presentation Desk to make a copy and confirm for your presentation up by 60 minutes before your session.

3) We will prepare PC at Presentation Desk. Please follow our operator's instruction for copy of your data.

3. Preparing your presentation data

1) PC environment for presentation

- We will prepare OS: Windows 7 and 8 for presentation
- We will prepare Power Point 2010
- Please use USB flash drive to save your data
- You cannot use your own PC for your presentation.

2) Name your data

In the file name, please include your **group name** and **presenter's name**. Last name should be typed in capital letters. Please type them in English one byte character.

Ex) **27_R1: John SMITH** 27: 27 October, 2016; R1: Room 1; John Smith: The presenter's name

3) Language: English. Preferred typeface: Century, Century Gothic, Arial, Times New Roman.