



INSTRUCTIONS FOR ORAL PRESENTERS

Preparing your Presentation

- The presentation format is Microsoft PowerPoint 2007 or above.
- Universal fonts such as Arial and Time New Roman are preferable.
- You are requested to be present in the session meeting room at least 15 minutes before the session is due to start and identify yourself to the room manager.
- The duration of each oral presentation is 15 minutes. It consist of:
 - ❖ A 13-minute presentation
 - ❖ A 2-minute question and answer
- Time will be counted down from the first slide.

Standard audio visual equipment for speaker in meeting room

- Notebook equipped with Microsoft Office
- LCD projector
- Projection screen
- Time Keeper

A room manager will stand-by to assist you in the room if necessary. A technician will take care of the audio-visual equipment in the room.

Slide Preview Room

Location: Hall of fame (C Building)