

## SPEAKER PRESENTATION INSTRUCTION

### ➤ Time for Presentation

Session Type	Presentation Type	Presentation	Q & A
Technical Session	Oral	17 mins	3 mins

### ➤ Preparation for Presentation

1. Each session room will be equipped with one laptop and a LCD projector. **It is highly encouraged that all speakers use the laptop provided by the Conference** to prevent the connection problems and save the installation time.
2. If you plan to use your own laptop, please come to the session earlier to test the compatibility. Be sure you bring any necessary electrical adaptors and connectors for your laptop. We **DO NOT** provide any of them.
3. Please use horizontal slides and make sure all video clips/fonts are supported.
4. Please prepare a backup copy in the USB drive or CD-ROM for your video clips.

### ➤ Before Presentation

Preview Room	Date	Service Hours
Room 202, 2F, Howard International House	Friday, October 23, 2015	08:30-17:00
	Saturday, October 24, 2015	08:30-17:00

1. Please arrive at your session room **at least 15 minutes before** your session starts to meet the session chair and re-confirm your presentation slides.
2. The Conference staff will be present at each session room to provide any relevant assistance.

### ➤ During Presentation

1. A countdown timer will be shown on the projector screen. When time's up, our staff will turn the light on gradually. Please adhere to the time you are allocated to make the Congress run smoothly.

Should you have any questions, please do not hesitate to contact the Conference Secretariat Amber Kao via email at [amber\\_kao@elitepco.com.tw](mailto:amber_kao@elitepco.com.tw)