

Instructions for Oral Presentation

1. Each oral presentation* is limited to 20 mins, inclusive of the Q & A. Kindly allow for 5 mins for the Q & A.
2. The Chairs of the sessions will be keeping to the time strictly. A student volunteer will remind the speaker at the 15th mins mark. You are to make your concluding remarks by then.
3. Presentation should preferably be done using Powerpoint. A laptop with LCD projector will be made available for all sessions. To minimise technical difficulties, we request all presenters to save their presentation to a USB storage device in a format that can be read by Powerpoint on a Window-based PC.
4. We prefer you to use the laptop provided for presentation so as to minimize time wastage during the change-over. If you need to use your laptop, please test it before your session.
5. Presenters should transfer their files to the laptops or test their laptops as early as possible. Preferable times are during coffee-breaks and lunch. A student volunteer will be available to assist the presenters.
6. Presenters are requested to submit a short biography to the Session Chairs at the beginning of the session. Your biography should include at least your title, name, affiliation.

Instructions for Poster Presenters

1. The poster layout should be portrait and not exceeding A1 size (594 mm (W) x 841 mm (H)).*
2. The poster section at Gallery East will open from 8.00am onwards from 13-15 October 2008.
3. Poster presenters are to put up their posters before 8.30am and remove these immediately after the afternoon tea-breaks on same day of their presentation.
4. Those posters assigned for Day 2 & 3 can put up from 5.00pm the day before.
5. The necessary stationery, eg tapes and stick-tack will be available on-site.
6. Posters are to be put up according to the numbering on the poster panels.
7. Authors must be present at least during the morning and afternoon tea-breaks to explain their posters and answers.

* equivalent to 8 x A4 paper size