

INSTRUCTIONS FOR ORAL PRESENTATION

The following are a few guidelines to assist your preparation of presentation.

I . Presentation Equipment

- 1> **As for the aspect ratio of your presentation file (slides), the 4:3 ratio is recommended.**
- 2> Computer (IBM only, no Mac) and monitor at the lectern for speakers will be provided in the session room.
- 3> Presentation slides should be made in **MS Power point (2007 higher version)** file for smooth operation.
 - If you use your own laptop of Mac computer, please give a notice to the preview room in advance on site.
- 4> Internet access will not be provided in session rooms.

✓ Important note for Macintosh Users

1. Use a common font, such as Arial, Times New Roman, Verdana etc. (special fonts might be changed to a default font on a PowerPoint based PC).
2. Insert pictures as JPG files (and not TIF, PNG or PICT - these images will not be visible on a PowerPoint based PC).

Alternatively you may use your own Macintosh laptop computer. In such a case please confirm you provide it with a VGA adaptor for external signal and test it in the session hall where your lecture is taking place.

II . Submitting the presentation file

- 1> For your safe presentation, it is highly recommended to submit your presentation file to the Preview room no later than 2 hours before your session.
- 2> You can check the presentation file in the Preview room as follows.

Time	March 24 - 25, 08:00-18:00
Place	Emerald Hall (3F)

III . Presentation

- 1> You can operate your presentation by seeing the monitor at the lectern with the Laser Pointer.
- 2> If you bring your own laptop for presentation, you can transfer your presentation file by connecting your laptop using the RGB cable.