



Instructions for Paper Presentation

1. Each paper is slotted for presentation in a specific session (see the programme Schedule) and has 12 minutes for presentation and 4 minutes for question-answers and changeover.
2. The papers are to be presented using Microsoft PowerPoint only.
3. The speakers should arrive at the venue for their session at least 15 minutes before the start of the session.
4. Digital Boards will be available to use for paper presentations.
5. Speakers should load/check their presentation slides the boards in advance of the session. .
6. All speakers should adhere strictly to the time allotted to their presentation.
7. Organizers will be around to help with the presentation.

Instructions for Keynote presentations

1. Each keynote presentation is scheduled within 30 min. period.
2. Each keynote presentation should last for at most 25 min., leaving 5 min for introduction to speaker, Q&A and changeover.
3. The papers are to be presented using Microsoft PowerPoint. For Apple, the presenters need to bring own laptop and adapter for projection.
4. The speakers should arrive at the venue for the keynote session at least 15 minutes before the start of the session, meet the session chair, and load/check their presentation slides onto the computer.
5. All speakers should adhere strictly to the time allotted to their presentation.
6. Computer and LCD projector will be available for use for podium presentations. In case a speaker is not carrying a laptop, organizers' computer can be used..

Information for Chairs

Instructions for Keynote Sessions

1. There will be a One Chair and One Co-Chair for each keynote session.
2. The chair will be invited to the keynote session by the organizer of the session.
3. The chair should remind the speaker of the time allotted (at most 15 min. for presentation, with up to 5 min. for questions or discussions at the end).

4. The chair should announce the title of the keynote address and introduce the speaker in some detail.
5. A volunteer will be available to keep time and show the speaker and the chair the time remaining, with three placards: 5 min., 2 min., and 0 min. for the chair to use to remind the speakers of the time.
6. At the end of the whole session, the last chair should announce the audience of the next session and pass on the podium to the session organizer.