

Guidelines for Oral presentation

All speakers are requested to meet with their session chair prior to the opening of the session. Each speaker is scheduled for a fifteen (15) minute oral presentation and a five (5) minute question/discussion period. Due to the large number of papers and subsequent tight schedule it is important that the Conference runs to the published timetable.

The working language of the Conference is English and all presentations and discussion sessions must be conducted in English.

The session chairs will be asked to ensure that their session runs in accordance with the timetable and they will adhere strictly to the allocated time for your presentation.

The Organizing committee would be grateful if authors would assist the chairman by ensuring their presentation does not exceed the time allocation. The presentation should be concise and to the point. However, the speakers are encouraged to bring additional materials for discussion with attendees after the session. It is strongly advised that such breaks be used for question-and-answer and for making new contacts between speakers and attendees.

A data projector will be available in both of the lecture halls based on your AV request form.

In order to reduce the risk involved with the appearance of presentations, and to ensure that the sessions run smoothly, the Organizing committee requests that presenters wishing to use the data projector connect their own laptop PCs to the projector via the VGA cable provided. Even if there are technical problems with the data projector and/or laptop PC, which delays the start of your presentation, the session chair will not extend your presentation time.

There will be opportunities during the coffee breaks, lunchtime, and poster sessions to check the projector functions correctly with your laptop PC.

Please read the following hints:

- 1) Please contact your session chairperson or one of the Organizing committee at least 10 minutes before your session starts at which point it will also be possible to check your presentation is functioning correctly.
- 2) Make use of the lunchtime, coffee breaks and poster sessions to check your presentation is functioning correctly.
- 3) Ensure you know how to switch your laptop to external VGA.
- 4) Having your laptop booted and presentation loaded before your allotted time to present will allow efficient transitions between speakers, therefore allowing you to make best use of your allocated presentation time.