ORAL PRESENTATION INSTRUCTION

Time for Presentation

Session Type	Presentation	Discussion	Total Length
Plenary Lecture	45 min	15 min	60 min
Keynote Lecture	25 min	5 min	30 min
Oral Presentation	15 min	5 min	20 min

Presentation Preparation

1. Each session room will be equipped with one laptop (Microsoft PowerPoint 2017) and a LCD projector.

   Please be noted that all speakers must use the provided laptop to prevent the connection problems and save the installation time.

2. Please use horizontal slides and make sure all fonts appear as expected and all audio/video clips work properly.

3. All presentations should have a 16/9 aspect ratio.

4. Preview Room will be in service during the conference period.

Speaker Ready Room	Date	Service Hours
Press Room	**From Monday 18th to Thursday 21st, July 2022**	**8:00 – 15:00**

Service hours may be changed slightly upon final arrangement

Before Presentation

1. In a matter of smooth organization, **Speakers are kindly requested to provide their presentations** at least two hours before their sessions. However, **we strongly suggest do it on Sunday, July 17th, 2022 between 15.00 - 17.00 during registration time.** Please contact conference staff at the registration desk.

2. Please arrive at your session room **at least 30 minutes before** your session starts to meet the chairs and to re-confirm your presentation slides.

3. The conference staff will be present at each session room to provide any relevant assistance.