

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

Speaker Ready Room	Date	Service Hours
Press Room	From 5th to 9th July 2020	08:00 - 17:00

**Service hours may be changed slightly upon final arrangement.*

Before Presentation

1. In a matter of smooth organization, we would appreciate to receive your presentation to 1 hour before the event.
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.