



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 4th to 8th 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.