

## Guidelines for Oral Presentation

**1. Language / Time:** Official language is English.

- Symposiums 1 - 30: 20~ 25 minutes (or allotted time you were informed previously)
- Oral / Young Scientist Session: 10 minutes

\* Allotted time may be subject to change by chairs due to unforeseen circumstances.

**2. Equipment:** A monitor, mouse and smart pointer will be provided on the podium for speakers.

There is no keyboard on the podium. The presenter view function is not available.

### 3. Submitting the Presentation File

Please submit your presentation file to the Preview Room at least 2 hours prior to your scheduled session to ensure the files function correctly in the given environment.

Presentation slides should be prepared as an MS PowerPoint file 2003, 2007 or 2010, 2013 versions. If you have any other types of presentation files, please inform our staff in the Preview Room in advance. (4:3 standard format recommended)

### 4. Preview Room

- Location: Room 110, 1F
- Operation Hours: 07:30 - 18:00, during the conference
- If your file contains video or sound, please inform our staff and check the system in advance.
- If you wish to present with your own laptop (IBM or MAC), you are required to test it at the preview room at least 2 hours prior to your scheduled session.
- If you use your own Macintosh with our beam projector, we ask to bring your Mac Gender (Connector) Changer (We don't provide any devices for Macintosh).

### 5. Important Note for Macintosh Users

In order to use MAC presentation files on an IBM (PC) compatible computer, please note that you need to prepare according to the instructions below before bringing it to the preview room:

- Use a common font, such as Arial, Times New Roman, Verdana etc. (special fonts might change to a default font on a PowerPoint based IBM).
- Insert pictures as JPG files (and not TIF, PNG or PICT - these images will not be visible on a PowerPoint based IBM).