

APsPT-8 Oral Presentation Guidelines

● Time for Presentation

1. Please refer to [Oral Presentation List](#) or [Oral Award Presentation List](#) for the time schedule of your presentation.
2. **New Presenting Number** will be used, rather than abstract reference number, from now on in the symposium program and for arrangements on-site.
3. It is critical that talks are kept on time. Please kindly strictly observe and not exceed your allotted time.

Duration of Presentation	
Oral	10 minutes for Presentation + 5 minutes for Questions

4. Kindly adhere to the time and symposium staffs will be in service to notify the time left of the presentation in each session room.

● Preparation for Presentation

1. A laser pointer and a microphone will be provided.
2. You are required to **bring your presentation on your OWN laptop computer**. In addition to bringing your own computer, please bring your presentation on a USB flash memory stick. We recommend that you have the back-up in its original file format as well as Acrobat (i.e. pdf), which ensures the highest likelihood of compatibility with another system if needed. This will be used as a back-up in case your own computer has any problem. Especially if your presentation uses features such as embedded animations, video clips and sound, it is highly suggested to use your own computer so that your presentation could be delivered correctly.
3. For **MAC** users, please make sure you are familiar with your settings to send the signal to the LCD projector (i.e. mirror image). If you are not, please make sure that you meet the staffs prior to **the 20-minute set-up period**. Also be sure to bring your dongle for connecting to a VGA cable for the projector. The Symposium will **NOT** have any available.
4. For those that live outside the country, please remember to bring your own power adapter. The Symposium will **NOT** have any available.
5. The native resolution for projectors is typically 1024 x 768. Please set your computer resolution to this.

6. You are **REQUIRED** to be present at your session room **20 minutes** before your session starts to meet the Session Chair and staffs to set up your laptop and re-confirm your presentation slides.

Please refer to **20-minute set-up period** shown as below:

Friday, 20 December		Saturday, 21 December		Sunday, 22 December	
Session 1-3	11:10 – 11:30	Session 7-8	10:40 – 11:00	Session 13-15	10:40 – 11:00
Session 4-5	13:40 – 14:00	Oral Award	10:40 – 11:00	Session 16-18	15:00 – 15:20
Oral Award	13:40 – 14:00	Competition II			
Competition I		Session 10-12	15:00 – 15:20		

7. If you want to check your presentation (test run) you will need to come either **during the coffee break or lunch break prior to your session.**
8. Your Session Chairs will make sure that your presentation time is **STRICTLY** observed. Attendees highly value the chance for Q&A after a presentation, so we ask that you ensure your presentation fits within the allotted time. We provide the following suggestions to help keep your talk on time.
- The Session Chair will read the title of your talk and introduce you. We would discourage you from lengthy repeating of the title, or reading the list of authors
 - You should avoid lengthy outline, introduction, acknowledgement and conclusion slides.
 - Remember that it will take a little time to set up your AV and introduce your talk. You should account for this time in your presentation.
9. Please **REPEAT** all questions after they are asked. Often the audience does not understand or hear the question and it is extremely useful for the question to be repeated.