



INSTRUCTION FOR POSTER PRESENTATION

Abstract Code for Poster Presentation:

Abstract Codes are assigned for each poster presentation in the form of "**AA-P-00**" where **AA** is the abbreviation for scientific session, **P** is the code for poster presentation and **00** is identification number for each abstract (starting from 01, 02, 03, ..).

The Abstract Code will be announced on the website and will be found in the Program & Highlight book.

Preparation of Posters:

Your poster code will be located on the poster board in the 2nd floor of the complex. Mounting materials will be provided in the poster presentation session area.

The presenters are kindly requested to mount up the poster on **Thursday February 2nd during 12.30–17.00 and remove by 20.00 the same day.**

The poster session will be held during **18.00 -19.30 on Thursday February 2nd, 2017.** Participants are expected to appear in front of their posters during the poster session. Please note that there will be judges to interview the poster presenters during the poster session to select **The Best Poster Presentation Awards** which will be announced during the Closing Ceremony on **Friday February 3rd, 2017.**

Accessories:

Poster boards/double-sided tape will be provided in the poster presentation session area.

Poster session:

The poster session will be held during **18.00 -19.30 on Thursday February 2nd, 2017.** Participants are expected to appear in front of their posters during the poster session. Please note that there will be judges to interview the poster presenters during the poster session to select **The Best Poster Presentation Awards** which will be announced during the Closing Ceremony on **Friday February 3rd, 2017.**



INSTRUCTION FOR ORAL PRESENTATION

Abstract Code for Oral Presentation:

Abstract Codes are assigned for each **invited speaker** and general oral presentation in the form of "**AA-Inv-00**" and "**AA-O-00**", respectively.

AA is the abbreviation for scientific session, **Inv** is the code for **invited speaker**, **O** is the code for general oral presentation and **00** is identification number for each abstract (starting from 01, 02, 03, ..).

The Abstract Code will be announced on the website and will be found in the Program & Highlight book.

General Information for Oral Presentation

1. The **Slide Loading Room (BB-201)** is provided for oral presenters to view and upload his/her presentation file. Please contact our staff upon your registration for the location.
2. You are requested to upload your presentation file in **Slide Loading Room (BB-201) at least 3 hours before your presentation time to ensure that the technicians have sufficient time to send your presentation file to the presenting room.** Your files will be completely removed after finishing the session.
3. The presentation time for **general oral presentation is 15 minutes** (12 minutes presentation + 3 minutes for Q&A). The time for **invited presentation is 30 minutes** (25 minutes presentation + 5 minutes for Q&A).

Audiovisual Aids

The rooms used for the presentation are equipped with

- A notebook for presentation equipped with Microsoft Office
- Screen for single projection
- An LCD projector and a laser pointer
- Please note that standard fonts, such as Arial and Time New Roman, are preferable for the PowerPoint presentation.

Oral presentation award

Please note that there will be committee to judge your presentation to select **The Best Oral Presentation Awards** which will be announced during the Closing Ceremony on **Friday February 3rd, 2017.**