

## Oral Presentation Guidelines

The following facilities will be provided for each technical session at the conference: A notebook PC (Microsoft PowerPoint 2003/2007, OS: Windows XP is only available\*), a LCD projector, a laser pointer and a projection screen at each presentation room. Please note that a slide projector or an overhead projector will NOT be provided. \*Macintosh file will NOT be available.

Presenters are requested to bring the presentation file copied onto USB memory stick or CD-R. MO and FD will not be available. It is the responsibility of each presenter to hand the USB memory stick/CD-R to the operator of each presentation room at least 30 minutes before the technical session starts. The operator will download the presentation file to the notebook PC.

- PowerPoint 2003/ 2007 for Windows XP is recommended to create your presentation file.
- Motion pictures are NOT available
- Please prepare backup data of your presentation file in case of any problems.

Presenters are advised not to bring in own notebook PC for the presentation, particularly to avoid possible compatibility problem with the LCD projector.

20 minutes (15minutes for presentation, 5minutes for discussion) will be allocated to the presentation of each paper in the ICEE 2008. Please arrive punctually. It is recommended that you arrive the presentation venue 15 minutes before the session in which your paper falls within, for confirming your files and checking how the presentation will look.

The Session Chairman(s) or Assistant will signal at the end of the presentation by using a bell. “Ring one time” signify 1 minute to the preset time limit, and “ring two times” signify the closing immediately.

Please speak clearly, loudly and slowly for ease of hearing by all participants. It would be grateful if you could avoid just reading your paper. Please try to make all wordings and pictures in clear, large in sizes and simple. Please also use graphs or charts instead of tables where possible.

A PowerPoint file suggesting the format and presentation structure is attached for your information. The following headings in the poster are suggested: Background of the work, Scope of the work, Work methodology, Result and Achievements, Benefits derived and Conclusion.