

# Presentation Guidelines

## **Lecture Presentations**

Time allocated for oral presentation:

- Invited Lectures – 25 minutes of presentation, 5 minutes of Q&A (total = 30 minutes)
- Contributed Oral Presentations – 12 minutes of presentation, 3 minutes of Q&A (total = 15 minutes)

PowerPoint or Acrobat PDF slides for presentation on a LCD video projector are recommended. Transparencies are also acceptable.

Oral presentation rooms will be equipped with the following items:

- A computer running WINDOWS XP Professional operating system, with Office XP Professional, Acrobat Reader 6.0, Windows Media Player 9.0 and Quick Time 6.5 installed.
- An LCD video projector
- An overhead projector (OHP)
- A microphone

We recommend that presenters bring their presentation files in a format compatible with one of the above applications, and stored in a CD-ROM or a USB thumb/pen drive (flash memory). Alternatively, they can use their own notebook computer. If you choose to use your own notebook computer, we recommend that you bring the presentation in a CD-ROM or a USB thumb/pen drive as backup.

Uploading of the presentation files will be done daily, before the sessions commence and during the tea/coffee-breaks / lunch.

## **Poster Presentations**

Poster presentations will take place on the following days:

- Thursday, 19 January 2005
- Friday, 20 January 2005

You will be provided with a poster board (1m x 1m) to mount your poster. Adhesive tapes/ pushpins will be provided at the conference to mount posters on the boards.

### **Format**

- Use bullet points to simplify sections like the introduction and conclusions
- Use LARGE type, such as 36 point type for title of the poster presentation, name of authors and section headings and 24 point type for text
- Make use of underlines and boldface
- Use graphs and figures whenever possible
- Make your poster visually pleasing and attractive
- Programs like MS PowerPoint can be helpful in making your poster

Presenters are responsible for the dismantling of their posters. Posters left behind after the stipulated removal date and time will be disposed of and are not the responsibility of the organizer.