

## Instructions for Presentations

### 1. Instructions for Oral Presentations

#### Time Allocation

Presentation Time	Discussion Time	Total Time
12 minutes	3 minutes	15 minutes

#### Audio Visual Equipment

PowerPoint will be the only method of presentation available in ISAPE2018. Please provide slides with sufficient font size and contrast to ensure your text can be seen clearly from the back of session rooms.

- ❖ Session rooms only support digital presentations using only one LCD projector.
- ❖ A Windows PC (with Windows 7, PowerPoint 2010) is available.
- ❖ It is necessary to upload and check your presentation data one day prior to your session.
- ❖ Please bring your power point file in a USB memory to the speakers' desk located on the 3rd floor of science & technology museum. We recommend you to save the back-up data as a PDF file.
- ❖ The Technical Program Committee will be responsible for deleting all copied data.

#### Speakers' Desk

Speakers' desk will open 8:00-17:00 from December 5 to 6.

#### Before Presentation

Please be in the session room at least 15 minutes prior to your session so that you can make a short preparation with your session chairs. We will prepare a computer, a monitor, a microphone and a laser pointer on the podium in session rooms. Your presentation data will be uploaded on the conference computer in advance.

#### On Presentation

You can control the slides on the podium.

## 2. Instructions for Poster Presentations

### Poster Display and Removal

Date	Set-up Time	Presentation Time	Removal time
December 5	08:00-09:00	09:00-10:30	10:30-11:30
	14:00-15:00	15:00-16:30	16:30-17:30
December 6	08:00-09:00	09:00-10:30	10:30-11:30
	14:00-15:00	15:00-16:30	16:30-17:30

### On Presentation

Poster sessions will be held on the 3rd floor of science & technology museum. Each poster presentation is allotted half of one poster board as shown below. The size of one poster board is 180cm wide  $\times$  250cm high. Recommended poster size is 90cm  $\times$  120cm.

All poster presenters are responsible for putting up and removing their posters on the designated board during the times shown in the table above. Posters remaining after the removal time will be removed and disposed by the Secretariat. Presenters should use double sided adhesive tape to put up posters. Double sided adhesive tape will be prepared by the Secretariat and provided in the poster area.

Please arrive at least 10 minutes ahead of the scheduled presentation time to check that all necessary supplies are present. One or more of the authors including a prime presenter should be present in front of the poster boards and be capable of explaining it. Equipment or electricity for use of projector or computer animation accompanying a poster presentation will NOT be provided.

