

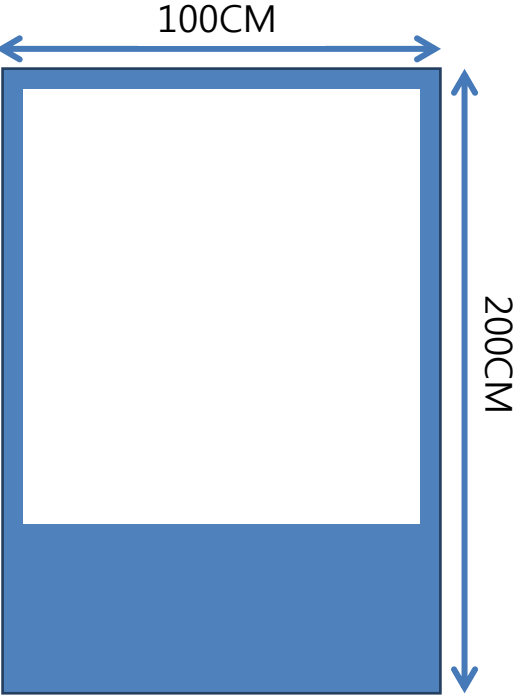

# Guidelines for Oral and Poster Presentation

## ► Oral Presentation

1. Time allocation
  - Keynote Lectures: 60 minutes (45 min speech + 15 min Q&A)
  - Invited Lectures: 40 minutes (30 min speech + 10 min Q&A)
  - Oral presentations: 20 minutes (15 min speech + 5 min Q&A)
2. Laptops with MS Power Point installed will be provided to each room. Presenters who wish to use any other programs are kindly advised to bring their own laptops and projector cable.

## ► Poster Presentation

1. Authors should prepare their posters appropriate for the size of the poster stand. Available work area is **120 cm tall by 90 cm wide**. (refer to the picture of a poster stand below)
2. Authors are responsible for posting and retrieving their posters. Pushpins will be provided.
3. Presenters are required to set up their posters at least 30 minutes before the assigned session, and are required to stay by their posters during the entire session. After the session, the posters and associated materials should be promptly removed.
4. The poster boards will be numbered by the organizers. The assigned number of your poster will be available in the final program.

Poster Stand	Example
 <p>The diagram shows a blue rectangular frame representing a poster stand. The top horizontal dimension is labeled '100CM' with a double-headed arrow. The right vertical dimension is labeled '200CM' with a double-headed arrow. The frame is open on the right side, and there is a solid blue rectangular area at the bottom, representing a base or a specific section of the stand.</p>	 <p>The photograph shows a white poster board standing on a carpeted floor. A poster is pinned to the board. The poster has a title 'Target 100' and several sections of text and diagrams. To the right, another poster board is partially visible. A black bag and a red tool are on the floor near the base of the poster board.</p>