

## **GUIDELINE FOR KEYNOTE PRESENTER**

Speakers will be allotted 30 minutes for presentation.

Please hand in and test your computer files at the preview room preferably 24 hours before your presentation. PowerPoint (Microsoft) format is required for oral presentations, as only computer projection will be available to speakers. Participants who cannot access PowerPoint are encouraged to convert your computer files to a PowerPoint presentation. Videos may be presented as part of oral presentations, but must be viewable by computer and linked to the PowerPoint presentation. The preview room will be available for your use at the following times:

26 July 2009 (Sun) 1100-1700 hours

27 July 2009 (Mon) 0800-1700 hours

28 July 2009 (Tue) 0800-1700 hours

29 July 2009 (Wed) 0800-1700 hours

Preview room is located at Room S104, 1/F, Core S. Technical staff will be based in the preview room during the congress period, and will assist you with your audiovisual requirements. It is essential that you familiarize yourself with the audiovisual equipment in both the preview and session rooms well before your presentation.

Please introduce yourself to the chairpersons of your session 10 minutes before your session starts. At this time you should check that the room is set up appropriately and any special requirements have been met.

Speakers will be seated in the front rows of their session room and will move individually to the lectern on introduction by their session chair.

Speakers are responsible for advancing their own files using the remote controlled forwarder on the lectern. Your PowerPoint file will be saved into the computer at the lectern and be removed after the session within 24 hours. A laser pointer will be placed on the lectern.

You must strictly adhere to your allotted time. Your session chair will remind you when your presentation should conclude. When your time limit is reached, the session chair will call "Time, thank you".

After your presentation, please collect and sign out your files from the preview room.