

Guidelines for Scientific Session

Presenting Time

- (1) 7 minute presentation and 3 minute discussions
- (2) Overruns penalize other presenters and will not be allowed. Chairpersons have been given instructions to curtail each presentation to the allotted time. Please rehearse your talk to make sure it will fit comfortably into the available time.
- (3) Presentations should be made in English.
- (4) Please take a seat at the 'Reserved Seat' area for speakers in the first row at least 10 minutes before the session starts.

Presentation File(s)

- (1) Speakers should prepare their presentation files in MS-PowerPoint (MS Office 2007 or 2010).
- (2) You can use any font provided by MS Office. If you use fonts other than standard Windows Office fonts, please bring the font files themselves with your presentation file.
- (3) Please bring your PowerPoint presentation file with you on a USB memory stick. Please make sure that the file is copied correctly onto the USB memory stick.

Preview Room

- (1) Operation Hours and Place:

Date & Time	May 26 (Fri) 07:00 - 18:00 May 27 (Sat) 07:00 - 17:00
Place	Preview Room, Exhibition Hall (GBR 104-105, 1F), Coex

- (2) Please visit the Preview Room to check your presentation file at least 2 hours before your session starts. This is mandatory to ensure your file works properly during the presentation.
- (3) If your presentation file contains animations or movies, you are advised to check over technical matters 3 hours before the session.
- (4) All presentations will be stored on a network server and will be accessible from the PC in each session room where the presentation will be held.

How to Upload Your Presentation File

- (1) Visit the Preview Room at least 2 hours before your presentation.
- (2) The professional staff of the Preview Room will assist you to load your presentation file into a network server so that it will be available on the computer in your session room when you come to speak.
- (3) After the presentation, go back to the Preview Room and delete your file on the PC by yourself for security reasons.

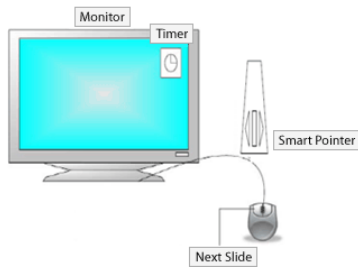
Security Policy

If you do not delete your file by yourself after the presentation, it will be automatically deleted after the congress.

Equipment Information

- (1) All presenters should use only venue facilities. Each session room will be equipped with the following equipment:
 - Desktop (operated by a technician at the control box) running MS-Office PowerPoint 2007, 2010 operated in Windows 7, equipped with compact disk reader (CD & DVD) and USB drive;
 - A smart pointer, a mouse and a timer which will be shown on the monitor;
 - One beam projector (RGB Port);
 - One screen.
- (2) To avoid frequent technical problems during the presentation, all presenters are asked to use only IBM compatible PC and single LDC project preset in the session room for all presentations during the Scientific Session.
- (3) Presenters are recommended not to bring their own laptop computer (especially Macintosh laptop).
- (4) If you would like to use any other A/V equipment, please let us know by no later than May 5 (Fri), 2017.

Equipment on the Podium



- The timer will start to be shown 2 minutes prior to when your allotted presentation time finishes.
- You may operate the screen by clicking on the left button of the mouse to go to the next slides. A smart pointer is also available to go back and forth in your slides.

Should you have any inquiries, please do not hesitate to contact the Secretariat of KSUM Open 2017.

Contact: Charlotte Ji – KSUM Open 2017 Secretariat

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