

ORAL PRESENTATION**1. Prepare Your Presentation**

Length of presentation material should be in accordance with your time allotted. You are requested to load your presentation files before the session starts.

Allotted time – General guideline

Invited/Keynote Papers: 30 minutes each, including Q & A

Oral/Contributed Papers: 15 minutes each, including Q & A

Please refer to the Program Book for actual presentation times. You are kindly requested to be at the presentation room at least 15 minutes before the session starts.

2. Determine Your Audio Visual Needs

Each meeting room comes equipped with a computer, LCD projector and screen. PowerPoint is the standard presentation format. The computers in the meetings rooms are provided to Window-based PC Users. The PC will be configured with Windows XP and Office XP (or later version). If you have different requirements please inform the Secretariat in advance. Please know that Slide Projectors are unable to be provided.

Congress Secretariat Staff Contact – Mr. Danny Yan Email: hqyan@ciccst.com Tel: 86-10-62174061

3. Speaker Room

All presentation files need to be pre-loaded at least one hour before the start of your session, at the Speaker Room. Please bring your presentation files in Thumb drives, CD-R or CD-RW. These will be the operating hours of the Speaker Room:

Mon-17 Oct from 2pm to 8pm

Tue-18 Oct, Wed-19 Oct from 8am to 6pm

Thu-20 Oct, Fri-21 Oct from 8am to 5.30pm

POSTER PRESENTATION**1. Set-up Your Poster**

- Each presenter is provided with a 90cm wide x 120cm high poster board. The presentation must cover the same material as the accepted paper.
- There will be 3 poster sessions on Wed-18 Oct; Thu-19 Oct and Fri-20 Oct. Poster viewing/interactive forum is from 3:30pm to 4:00pm. Please refer to the session schedule for the day/date of your poster presentation.
- The poster must be on display by 12:30pm and removed by 6:00pm on the day of your scheduled poster session. Interactive forum is as scheduled and presenters are required to be at their posters during poster viewing time.
- Any poster left on the board after 6:00pm will be removed and discarded. Please be sure to remove your poster if you would like to keep it.

2. Please prepare your poster according to given guidelines.

- Place your Paper ID, Paper Title and Authors' names prominently at the top of the poster to allow viewers to identify your paper easily.
- The text and illustrations should be readable from at least two meters (six feet) away.
- Posters should be set up according to the assigned schedule which will be as shown in the Conference Final Program.
- Tacks, adhesives and materials will be provided for setting up your posters. If you have special needs for your poster presentation, please bring those supplies with you to the meeting.
- Poster printing service is available onsite. Please send enquiries and requests to Mr. Danny Yan – Email: : hqyan@ciccst.com Tel: 86-10-62174061
Price: USD30/RMB200 per Poster Delivery: Within 48 hours (Next Day Return)