INFORMATION FOR SPEAKERS

SPEAKER PREVIEW, Coex Hall B2

Speakers are requested to upload their presentation slides at the Speaker Preview Room at least 3 hours before the start of their sessions. If your presentation is scheduled in the early morning sessions, please upload your presentation slides the day before.

Date	Time
10 June 2022 (Friday)	15:00 – 18:30hrs
11 June 2022 (Saturday)	08:00 – 18:30hrs
12 June 2022 (Sunday)	07:00 – 16:00hrs

DISCLOSURE OF CONFLICT(S) OF INTEREST

All presenters should declare any conflict(s) of interest or lack thereof in all their presentations.

1. **Oral Presentations:** Declaration of conflict(s) of interest or lack thereof should be made at the start of the presentation on the title slide or second slide of the presentation.

2. **Film Festival Videos:** Declaration of conflict(s) of interest or lack thereof should be made within the first 5 seconds of the video. Failure to declare conflict(s) of interest or the lack thereof may result in the video being excluded from judging.

3. **Free Paper Presentations:** Declaration of conflict(s) of interest or lack thereof should be made at the start of the presentation on the title slide or second slide of the presentation. Failure to declare conflict(s) of interest or lack thereof may result in the paper being not considered for the Best Paper of Session awards.

4. **ePoster Presentations:** Declaration of conflict(s) of interest or lack thereof should be made at the bottom right corner of the ePoster as indicated in the ePoster template provided. Failure to declare conflict(s) of interest or lack thereof may result in the ePoster being not considered for the Best ePoster Awards.

PRESENTATION FORMAT

Please format your slides to 16:9 aspect ratio. Only presentations using PowerPoint are acceptable.

Audio transmission is not supported. Please use the Clicker provided at the speaker's podium to operate your own presentation. (**Note**: The computer on which the presentation is stored is not situated at the podium.) Presenters who wish to use Keynote for Mac OS computers will need to use their own computers.

Please approach the AV staff at the control station for assistance.

Important note: Please save data in accordance with the notes below and store data on a USB flash memory device. At the Speaker Preview Room, please provide the AV staff with your name and the session you will be speaking in.

DATA FORMAT

1. Use Microsoft PowerPoint (2007 to 2019) and save presentation in .ppt or .pptx format to ensure compatibility with the onsite PC.

2. We are unable to guarantee the quality of Mac OS-based presentations; please check in advance for Windows compatibility or bring your Mac computer to the Speaker Preview Room for onsite assistance.

The data you provide (on a USB flash memory drive) will be temporarily stored on the server in the Speaker Preview Room. The organizer will erase all data after the conference.

3. Videos: Compress videos to less than 500 MB. Only videos in MP4, MPEG, or MOV formats can be accepted. If you are unable to convert files, please approach the technical staff at the Speaker Preview Room for assistance.

FREE PAPER PRESENTATIONS

It is compulsory for all free paper presentations to be uploaded in the Speaker Preview Room at least **3 hours before** the start of their sessions.

FOR PRESENTERS USING OWN PERSONAL COMPUER
(Not applicable for free paper presentations)

AV staff will check the video output of your computer using an LCD monitor. Please switch off any screensavers, antivirus programs, and power-saving modes prior to your presentation. Please remember to bring your own power cable for your computer. If you are using a Mac computer, please remember to also bring your own computer and cables, display adaptor, HDMI/D-sub output for connection to a projector.

Please be advised in order to avoid unforeseen circumstances we recommend that all presenters utilize equipment provided by the event organizer.

TIME KEEPING PROTOCOL

Speakers should be in the meeting room at least 15 minutes before the scheduled time. The meeting program is intensive and keeping to schedule is essential. Session chairs will be strict with time keeping. Speakers should take note of the following time keeping protocol:

A countdown timer located beside the podium prompter will be activated when the presentation commences. Speakers should check the timer regularly to keep track of the available time.

- 🟡 Yellow: 1 minute of presentation time left

- 🔴 Red: Presentation time is finished

Microphone will be muted 10 seconds after the timer shows "0".