GUIDELINES FOR PRESENTERS

1) **Length of presentation**

- **Paper presentation**: 30 minutes (Presentation: 20 – 25 minutes; Q & A: 5 – 10 minutes)

- **Workshop**: 70 minutes (Presentation: 55 – 60 minutes; Q & A: 10 – 15 minutes)

- **Poster presentation**: 100 minutes (12:20pm – 2:00pm, lunch time on Day 1)

2) **Equipment available in presentation venues**

Audio Equipment	- Sound System - Wired Hand-held Microphone and/or Wireless Clip Microphone
Video Equipment	- LCD Projector - Visual Presenter
Computing Equipment	- Built-in Computer (Windows System) - VGA Input for Notebook - Campus Network Connection - Wireless LAN
Others	- Central Control System - Screen - HDMI Input - Auxiliary Audio / Video Input (RCA Socket)

3) **Wi-Fi provision**
- Wi-Fi access will be provided to all participants when doing registration.

4) **Reminders**

- Poster presenters are expected to print the poster following the required layout (A1, portrait) by themselves and bring it to the conference venue. Please pass the poster to ELTU staff members when doing registration in the morning of 27 May.

- Check the exact date, time, venue and duration of your presentation in advance.

- Familiarize yourself with the environment and equipment available in the presentation venue in advance.

- Arrive at the presentation venue a few minutes prior to the start of the session and inform the Session Chair.

- Upload the presentation file onto the Desktop as soon as you can before the session starts.

- General technical support will be provided in each presentation venue.