Instructions for Presentation

Oral Presentation

- Each oral presentation consists of **20 min of presentation** and followed by **5 min discussion (25 MINUTE IN TOTAL).**
- Each presentation room equips with a laptop PC, a screen, a projector, and a laser pointer.
  Internet connection will **not** be available in the laptop.
  Please do **not** bring your own laptop as switching computers as it will delay the processing.
- Prepare the presentation file with Microsoft PowerPoint.
  Laptop equipped with Window 7 and Microsoft Office 2010.
  Macintosh PC is not available.
- Bring your presentation file by USB memory (please bring more than one USB just in case).
  Install your presentation files to the laptop in the session at least by 10 min before the session start.
- The file name should indicate the presentation number and your name.
  Ex. Mr. Seawe and presentation number A1-4.
  The file name must be A1-4Seawe.
Ask SEAWE staffs for assistance in installation of your file.

Poster Presentation

- The panel for the poster should be **A0 size**.
  841 mm (width) X 1189 mm (height)
- Tape for fixing the poster are available at the poster board.
- Allocate the top of poster for the title, authors, and their affiliations as stated on the submitted manuscript.
  The text, illustrations and so on should be big enough to be read from a distance of two meters.
- The printer is not available for the presenter at the venue, please prepare the poster in advance.
- The poster session will be held from 14:45 to 16:00 on 29 Nov.
- Please fix your poster **before 13:00** on and **remove by 18.00** on 29 Nov.