

## Instruction for presenters

### For oral presentation

#### *Preparing your presentation slides*

- Please prepare your presentation slides in Standard size (4:3 aspect ratio)
- Each presentation will have 20 minutes including discussion time. Recommended time allocation is 15 minutes for presentation and 5 minutes for discussion.

#### *At the session room*

- Please arrive at the session room 10 minutes prior to your session start.
- Speakers are expected to bring their own laptops for the oral presentation. Alternatively, our laptop (Windows computer with MS PowerPoint) is also available.
- The laptop will be connected to the projector via D-Sub connectors with 15 pins. HDMI and DVI interfaces are not supported. Please do not forget to prepare an adapter suitable for your laptop if necessary, especially for Mac.
- A power outlet (Type-A, AC 100V) is available while you are making a presentation.

### For poster presentation

#### **[Shotgun presentation]**

##### *Preparing your shotgun slide*

- Those presenting a poster will deliver a 1-page slide and 1-minute presentation to promote their poster.
- The 1-page slide should be prepared using MS PowerPoint format in Standard size (4:3 aspect ratio). Please do NOT use animation effects.
- Keeping on schedule is critical, so we will compile all the shotgun slides in one file beforehand, and will play it in self-running mode; a slide will be automatically switched after 1 minute.
- **Please send your 1-page slide to [ists2018.poster@gmail.com](mailto:ists2018.poster@gmail.com) by 31 July 2018.**

#### *At the session room*

- Please arrive at the session room 10 minutes prior to your session start, and follow the instruction by the session organizer.

#### **[Poster presentation]**

##### *Preparing your poster*

- The size of the display panel is 1200mm (Width) x 1800mm (Height).
- Please bring your printed poster to the conference. There is no printing facility at the venue.

#### *At the session room*

- The poster session room is open from 8AM on 6 August 2018. The poster must be displayed before the poster session start.
- Your designated display panel is indicated by your paper number.
- Sticky tape will be provided.