

Instructions for Oral Presentations

General Information

1. Please process to the registration counter to collect your meeting materials.
2. The Slide Preview Room is provided for oral presenter to view your slides, disks, CDs before presentation at Meeting Room 8, 2nd Floor Royal Cliff Grand Building.
3. You are requested to hand in your slides, disks and CDs at least one day before your scheduled presentation. Your cooperation in handing in your slides, disks and CDs early will ensure that the technicians will have sufficient time to load your presentations.
4. All presenters are requested to collect their slides, disks and CDs from The Slide Preview Room, preferably on the same day after presentation and not later than 12.00 hrs. on Saturday 4 November 2006. The Organizing Committee will not be responsible for your slides, disks and CDs not collected within this period.

Audiovisual Aids

The rooms used for the presentations are equipped with

- Dedicated Presentation PC Computer with floppy disk and CD-ROM equipped with Microsoft Office
- Screen for single projection
- A LCD projection
- A laser pointer
- 33 mm slide projector (as requested)

Please note that

- Universal fonts, such as Arial and Time New Roman, are preferable for the PowerPoint presentation.
- Presentation on an Apple computer (Macintosh system) is not possible.
- *Note:* Presentation by slide 35 mm or any presentations, which do not use computer projection, will cause an inconvenient viewing for participants. PowerPoint presentation is the most recommended presentation tool.