

## Information for Presenters and Authors

### PRESENTATION CODE

Presentation codes are assigned for each presentation as:

- AA-I-0 For invited speaker presentation
- AA-O-000 For oral presentation, and
- AA-P-000 for poster presentation,

where AA is a session code, and 0 and 000 are identification numbers for each presentation.

### INSTRUCTIONS FOR ORAL PRESENTATION

#### General Information:

1. Computers are provided in front of each session room for oral presenters to view and upload his/her presentation file. Please contact our staff upon your registration for the location.
2. You are requested to upload your presentation file at least 2 hours before your presentation to ensure that our staff have sufficient time to send your presentation file to the presenting computer.
3. The presentation time for general oral presentation is 15 minutes (12 minutes presentation + 3 minutes for Q&A). The time for invited presentation is 30 minutes (25 minutes presentation + 5 minutes for Q&A). Please check for the latest updates on the conference website and in front of the presenting room. There will be warning signals for the end of your presentation. Please strictly follow the schedule.

#### Audiovisual Aids:

The rooms used for the presentation are equipped with

- A laptop PC with PowerPoint 2016 for presentation
- Screen for single projection
- An LCD projector with VGA or HDMI connections
- A laser pointer

Due to the very tight schedule, we strongly encourage uploading your presentation files in our computers to ensure proper visualization. The files will be completely removed after finishing the session.

**Note:** Embed font in PowerPoint or the use of PDF file is recommended for those who use special fonts or characters.

For those who wish to use your own laptop, please contact the registration desk or session room in advance to check the compatibility with our audiovisual instruments. Please make sure that you carry appropriate adaptor or connector with you, especially Mac connector.

#### Certificate of Oral Presentation

Oral presenters will receive a certificate of presentation from the session chair at the end of the session.

The certificate of presentation will not be issued, either at or after the conference, to authors who papers are registered but not presented.

## INSTRUCTION FOR POSTER PRESENTATION

**\*\*A poster template is available on the PACCON website\*\***

### Location:

Poster presenters are required to register at the Poster Registration Desk (Sapphire 204-206) before setting up the posters.

### Preparation of Posters:

The poster must be in English. The content of the poster should cover title, objectives, methodology, results, discussion, and conclusion. The poster board size should not exceed 90 cm width x 120 cm height.

### Time for Poster Attachment

Time for poster attachment will be specified according to Presentation Code and will be notified both in the conference website and at the conference site. The Presentation Code can be found in the Program Book.

Accessories (like adhesive tape) for setting up the poster will be provided by the organizer and can be collected at the Poster Registration Desk.

### Poster Sessions:

There will be two Poster Sessions (I and II) according to the schedule below:

| Session | Date    | Setting up                  | Presentation | Removal     |
|---------|---------|-----------------------------|--------------|-------------|
| I*      | Feb. 13 | 07.00-09.00,<br>12.00-14.00 | 17.00-18.00  | 18.00-18.30 |
| II**    | Feb. 14 | 07.30-09.00                 | 09.00-10.00  | 12.00-13.00 |

\*Posters for session I can be also set up on Feb 12 during 16.00-19.00.

\*\*Posters for session II can be also set up on Feb 13 during 18.30-20.00.

### Presentation Schedule:

| Session | Presentation Code |                 |                 |                 |
|---------|-------------------|-----------------|-----------------|-----------------|
| I       | AC-P-001 to 035   | CB-P-001 to 012 | CE-P-001 to 008 | CS-P-001 to 024 |
|         | EC-P-001 to 029   | FA-P-001 to 030 | IC-P-001 to 012 | IE-P-001 to 015 |
|         | MN-P-001 to 020   | OM-P-001 to 013 | PC-P-001 to 015 | PT-P-001 to 018 |
|         | SE-P-001 to 027   |                 |                 |                 |
| II      | AC-P-036 to 101   | CB-P-013 to 037 | IC-P-013 to 036 | MN-P-021 to 059 |
|         | OM-P-014 to 040   | PC-P-016 to 047 | PT-P-019 to 057 | RE-P-001 to 017 |

Poster presenters are expected to appear in front of their posters during their scheduled sessions. Please note that there may be judges to interview the presenters during the two sessions to evaluate for the Poster Presentation Awards, which will be announced on the website on Feb 14 before 14.00. The awardees will receive the certificates during the Closing Ceremony.

**Note:** The organizer will not be responsible for the posters that are left behind after the removal period.