

Presentation Guidelines

ORAL

General Format and Required Information

Selected abstract submissions will be presented during Oral Sessions allocated as O01 to O29 in both days, already shown in the program. Authors will present their peer-reviewed research in a specific topic area, and presentations will be moderated by experts in the field. In each session two chairpersons will also be on hand to facilitate audience questions.

Slide projection is carried out with Windows based PC organized by the committee, which will support MS PowerPoint (ver 2007 or later) and PDF format only. Please ensure that all presentations are in one of these supported formats and apply a standard formatting (aspect ratio 4:3) when preparing your slides. It is encouraged for submissions of the Powerpoint file to prepare your slideset also in a pdf file to get through against any unexpected case, particularly when you work with your slide using Mac devices.

At the venue

All oral presenters should bring their slides to the file registration desk in a transferrable device (normally USB flash memory) at 0800-0900 or coffee breaks on both days. In particular, presenters who appear in the morning on the first day (i.e., O01 to O09) should keep in mind to submit your presentation file at 0800-0900 on the day. To avoid confusion, could you make sure your file name as "presentation number_ your first name_ your last name" (e.g., O01_ SeungEon_ Cha). We do not accept anyone to make their presentation using their own PC except for the Invited speakers.

Presentation Length

Oral presenters will be allocated 12 minutes for their presentation and 3 minutes for questions and answers with the audience. You may choose to use many slides, but please be sure to complete your presentation within the allocated 12 minutes, the time if the presentation exceeds, the chairpersons will interrupt and the Q/A period will be shortened.

POSTER

General Format and Required Information

The poster boards are 96 cm width x 180 cm height, vertical orientation. The A0 formatting (84.1 cm x 118.9 cm) is the maximum recommended size for the poster boards.

A poster session is a graphic presentation of an author's research. Authors illustrate their study findings by displaying graphs, photos, diagrams, and a small amount of text on poster boards. Poster material should be well labeled and legible from a distance of 10 feet. The title should be the

same as the title submitted with the abstract and appear in boldface at the top. It would be a great help to supply handouts for attendees referring to your work at a later time.

At the venue

Presenting authors should in advance print their poster that is based on the requirements listed in the sections above. The committee does not print posters on behalf of presenters, and there is no poster-printing station anywhere in the Airport.

At upper-left corner of each board a poster number is indicated, presenter must keep your board in accordance with your designated poster number, shown in the program (P01 to P27). You will find all the materials needed for mounting your poster (Velcro or thumb tacks) close to each board or registration desk.

You can mount your poster in the morning of the first day (October 26) and **MUST BE PRESENT BESIDE YOUR POSTER DURING AFTERNOON COFFEE BREAK OF THE DAY (1520-1620)** that is assigned as a “core time” to encourage fruitful communication between presenters and attendees. The committee issues the certification for your poster presentation when both of the following two conditions: (1) you are there beside your poster in the coretime, and (2) the poster is still mounted until the lunch break of the second day.

You can remove your poster at a timing after lunch break of Oct. 27, and must carry it back to your homebase. Do not leave your poster mounted on the board.