

GUIDELINES FOR ORAL PRESENTATION/ EXPERIENTIAL WORKSHOPS/PANEL DISCUSSION/SYMPOSIUM

Oral Presentations/Experiential Workshops/Panel Discussions/Symposium Sessions will take place in different session rooms at The University of Hong Kong from June 11 to June 13, 2014. Each session of the presentation is scheduled for 90 minutes and each of the presenters will have different length of presentation in accordance with the presentation format. The general principles are:

Oral Presentation (General Participants)	– 15 minutes
Oral Presentation (Best Abstract Awardees)	– 20 minutes
Experiential Workshops	– 90 minutes
Panel Discussion	– 90 minutes
Symposium	– 90 minutes

Invited speakers and all presenters should have received their presentation details via our email notification. The Conference programme details have also been uploaded on the ICGB website at http://www.socsc.hku.hk/icgb2014/concurrent_programme.html.

Before the Presentation

1. Presenters have to go to the Speaker Viewing Room equipped with computers **a day before the start of the session**. It is for checking the PowerPoint files, audio-visual files or other materials are working properly.
2. If the presentation has embedded audio or video files with .avi, .wmv, .wma, .mov, .mpeg, .mp3 file extensions, please make sure they are compatible with Windows Media Player.
3. Presenters are advised to bring their presentation file in a portable format (USB/Flash Drive/CD) and come to the assigned presentation rooms to pre-load their PowerPoint presentation at least **15-30 minutes earlier** before the presentation starts.

During the Presentation

1. The Chairperson of the session will introduce the name and the affiliation of each presenter and the topic before the presentation.
2. The presenter can start the presentation after the introduction.
3. The Chairperson will give a signal when 1 minute is left for the presentation. He/She will give another signal when the allocated time is over. The presenter has to stop the presentation when the second signal is given.
4. The Chairperson will invite 1-2 questions from the floor audiences.
5. Do not exit your PowerPoint presentation until the end of the Q & A session.

Information of Audiovisual Equipment

Computers with Microsoft Windows 7 and Microsoft Office, LCD and Computer Projectors, Visualizer, DVD Playback and microphones are included in each session room. Details of the software available at the presentation rooms can be found online at <http://www.its.hku.hk/services/tl/les/pcstations/teacher-pc/software>.

Speaker Viewing Room Opening Hours

June 10-13 8:00 am - 6:00 pm

Speaker Viewing Room Locations:

CPD-LG.41, Centennial Campus, The University of Hong Kong