

# Presentation Guidelines

## 1. Presentation Material Format

- Presentation Material: Please bring your file on a USB flash drive.
- File Format: Microsoft PowerPoint
- Ratio of Slide: 16:9 screen format
- Font: Use a common font (Example: Arial, Calibri, Times New Roman, etc.)
- Video: Please save the original video file on a USB.
- Template: Click [here](#) to download
  - ※ The transmission screen is 16:9, so if you submit it in 4:3, both sides of the slide may look black.
  - ※ If you don't use a basic font, please save the font in the file or submit the font file separately to avoid your slides looking broken.

## 2. Preview Room

Please submit your presentation file to the Preview Room **at least 2 hours prior** to your scheduled session to ensure the files function correctly in the given environment.

- Location: 3F, Lobby
- Operating Hours: Aug. 17 (Thu)-Aug. 18 (Fri) 07:00-17:00, Aug. 19 (Sat) 07:00-11:00
- Information
  - The staff will help you submit the presentation file. Please notify the staff in the Preview Room if the slides contain any video or audio.
  - Preview Room is only available for submitting and checking files (No personal or other internet use).
  - If you wish to present with your own laptop, please inform our staff in the Preview Room in advance for testing in the session room. (If the laptop you want to connect to is a MAC, we ask you to bring your own MAC Gender Changer.)

## 3. Session Room

- Equipment: A Monitor and a mouse will be provided on the speaker podium. (Keyboard not available)
- Speakers should be present in the session room **10 minutes prior** to the session time.
- To avoid time delays, speakers should keep the time allocated to them.
- When your presentation ends, please be seated on the panel seat on the stage for the next presentation. (Only for Room A and B)