GUIDELINES FOR ORAL PRESENTATIONS

❖ Time for Presentation

Session Type	Total length	Presentation	Q & A
Keynote Lectures	40 min.	35 min.	-
Plenary Lectures	40 min.	30 min.	10 min.
Symposium Sessions	90 min.	3 topics: 25 min. each	15 min. in total
		4 topics: 20 min. each	10 min. in total
Oral Presentations	90 min.	12 min. each	3 min. each

❖ Preparation for Presentation

1. Each meeting room will be equipped with a Notebook installed with Window XP and a LCD projector. It is advised that all speakers use the notebook provided to prevent the problem of connectivity and save the time for installation.
2. As all notebooks provided are installed with Microsoft Office, all speakers are required to prepare the slides as PowerPoint format (version 2003 or later version).
3. Use the horizontal profile to fill the screen and make sure all movies/ fonts are supported.
4. Please prepare your backup copy in a USB or a CD-Rom. Presentation slides and all relevant movies are suggested to be placed in a folder in your USB or CD-Rom.
5. All speakers are requested to review the presentation files **One Day** prior to the scheduled presentation date. Speaker Preparation Room will be in service during the congress period.

Speaker Preparation Room (for Oral Presentations): Room 103, 1st Floor, TICC
Speaker Lounge (for Invited Lectures): Room 106, 1st F, TICC
Operation Hour:
Saturday, November 29, 2008 - Tuesday, December 2, 2008 08:00-18:00
Wednesday, December 3, 2008 08:00-12:00

❖ Before the Presentation

1. Please arrive at your session meeting room 15 minutes before your session starts to meet the Session Chair and to re-confirm your presentation slides.
2. Staff will stand by at each meeting to provide any relevant assistance.

Should you have any questions, please do not hesitate to contact the 11th WPCCID Congress Secretariat via email at wpccid@elitepco.com.tw.