

# *Speaker Guides*

## **Speaker Guide - Poster Presentation**

Poster session will be located on Level 2 Meeting Room Foyer of the convention centre and your assigned poster board will be marked with your Paper ID. Please feel free to approach the poster help desk for assistance.

### ***1. Prepare Your Poster***

Each presenter is provided with a 2 metre high by 1 metre wide poster board. The display area measures 1.8 metre high by 0.9 metre wide (A0 size, portrait). The presentation must cover the same material as the paper submitted.

- Place your Paper ID, Paper Title and Authors' names prominently at the top of the poster to allow viewers to identify your paper easily.
- Highlight the Authors' names, e-mail and address information in case the viewer is interested in contacting you for more information.
- You have complete freedom in displaying your information in figures, tables, text, photographs, etc in the poster.
- Include the background of your research followed by results and conclusions. A successful poster presentation depends on how well you convey information to an interested audience.

### ***2. Set Up Your Poster***

- Your poster presentation time is as shown in the session schedule and the poster must be set up at least 10 to 30 minutes before your presentation.

Poster Set-up Times

- AM Session: 0800 - 0830
- PM Session: 1320 - 1350
- Presenters are required to be at their posters during poster presentation time.
- Adhesive tapes and scissors are available at the Poster Help Desk, nearby the poster boards. If you have special needs for your poster presentation, please bring those supplies with you to the meeting.

### ***3. Remove Your Poster***

- Posters must be removed immediately after the end of the presentation session.
- Posters remaining after these times will be removed. APMC will not be responsible for posters and materials left on poster boards after the end of the session.

## **Speaker Guide – Oral Presentation**

### ***1. Prepare Your Presentation***

Length of presentation material should be in accordance with your time allotted. You should reserve 5 minutes within your allotted time for question and answer. You are requested to load your presentation material if it is Power Point before the session starts.

### ***2. Determine Your Audio Visual Needs***

All meeting rooms are equipped with the following audio-visual equipment:

1-LCD Projector                      1-Windows-based PC

1-Screen                                1-Laser Pointer

The computers in the meeting rooms are being provided to Windows-based PC users. The PC will be configured with Microsoft Windows XP Professional operating system as well as with Microsoft Office XP.

### ***3. Create a Backup Copy of Your Presentation***

We recommend that you bring at least 2 copies of your presentation to the meeting for backup purposes. Thumb drives, CD-R and CD-RW are acceptable.

### ***4. Give Your Presentation***

- Be considerate to the other speakers and audience by staying within your allocated time. The allocated time for your presentation includes a discussion and a changeover to the next speaker. Session Chairs will hold you to the allotted time. This is essential to ensure adequate time for questions and discussion as well as adherence to the schedule.
- Please discuss the same material as reported in your paper submission. At the end of the meeting, all presentation files will be destroyed.