

## ORAL PRESENTATION INSTRUCTION

### ✧ Time for presentation

Session Type	Total Length	Presentation	Q&A
Keynote	25 mins	22 mins	3 mins
15 min Oral	15 mins	12 mins	3 mins
10 min Oral	10 mins	8 mins	2 mins
5 min Oral	5 mins	5 mins	N/A

### ✧ Presentation Preparation

- Each session room will be equipped with one laptop (installed with Windows 8, Microsoft PowerPoint 2013) and a LCD projector. **Kindly be noted that all speakers must to use the provided laptop** to prevent the connection problems and save the installation time.
- Please use horizontal slides and make sure all fonts appear as expected and all audio/video clips work properly.
- Please use **4:3** as the presentation format.
- We kindly ask for your understanding that due to time limitation at the Speaker Room, presentations should preferably be prepared and edited before upload. Thus, please bring your presentations in a ready-to-upload format.
- All presenters are requested to upload and review presentation files in the Speaker Ready Room **HALF DAY Prior** to the scheduled presentation date. The presentations will then be uploaded to the session room network and made available in the session room at the time of the presentation. Speaker Ready Room will be in service during the Congress period.

Speaker Ready Room	Date	Service Hours
Room 103, 1F Taipei International Convention Center (TICC)	<b>Sunday, September 18, 2016</b>	<b>08:00-19:30</b>
	<b>Monday, September 19, 2016</b>	<b>08:00-17:30</b>
	<b>Tuesday, September 20, 2016</b>	<b>08:00-17:30</b>
	<b>Wednesday, September 21, 2016</b>	<b>08:00-16:00</b>

*\*Service hours may be change slightly upon final arrangement.*

### ✧ Before Presentation

- Please arrive at your session room **at least 15 minutes before** your session starts to meet the chairs and to re-confirm your presentation slides.
- The Congress staff will be present at each session room to provide any relevant assistance.

Should you have any questions, please do not hesitate to contact the Congress Secretariat via email at [abstract@hupo2016.org](mailto:abstract@hupo2016.org).