



## Presentation guideline for speakers

1. The present is allowed for 10–12 minutes, and 3–5 minutes for Q&A. The bell will be rang at 12<sup>th</sup> minute for conclusion.
2. An invited speaker can present for 15–17 minutes, and 3–5 minutes for Q&A. The bell will be rang at 17<sup>th</sup> minute for conclusion.
3. Please upload the presentation file at registration desk (Hall 1) on 12 Dec, 15.00–18.00 hours, or 13 Dec at 08.00–09.00, 16.00–18.00 hours or prior to the session 2 hours, as it is not possible to run PowerPoint presentations directly from a laptop in the session rooms.