



Presentation Guidelines to All Speakers for 35th KKHTCNN

1. Your presentation slot includes:
 - 10* minutes of oral presentation assisted by PowerPoint slides
 - 2* minutes of questions and answers hosted by the session Chairperson.
2. The session Chairperson will be asked to strictly enforce the time limit on your presentation. It is recommended that you time your presentation to be one or two minutes shorter than the allocated time, to allow for the change-over time and introduction.
3. Your slides should be prepared using MS PowerPoint (.pptx). Special attention must be paid to:
 - The font size chosen (i.e. no smaller than 20 pt).
 - The choice of colour scheme for the background and text.
 - Avoiding text-heavy slides.
 - Avoiding injudicious use of object builds (animations) and slide transitions.
4. All presentations must run on Windows operating system. Your PowerPoint file must be uploaded to the notebook or desktop computer provided at the session room at least 30 minutes before the start of the session. Name your PowerPoint file with your name. You may use a USB media device such as a memory stick or external drive to upload your file. Presenters are not allowed to use their own laptops, as to avoid possible technical glitches.
5. You should report to the session Chairperson at least 15 minutes before the start of the session.
6. At the beginning of your presentation, please introduce yourself by stating your affiliation, your current position, academic background and research interest. This introduction should be brief because it is part of your 10 minutes presentation time.

*The allocation time for presentation and question and answer session may be subject to change depending on the total number of final presenter.