

Instructions to Presenters

INSTRUCTIONS TO ORAL PRESENTERS

1. Please hand over or confirm your power point presentation slides at the Secretariat Room, Level 4 as follow:
 - i. Free Paper Session 1 by 10:15 am on Saturday, 13 April 2019
 - ii. Free Paper Session 2 by 1:30 pm on Saturday, 13 April 2019
 - iii. Free Paper Session 3 by 10:30 am on Sunday, 14 April 2019

Make sure all fonts, images, and animations appear as expected, that audio or video clips play properly, and that everything runs smoothly. Only minor adjustments to the presentation (s) will be allowed. Maintain a copy of your presentation on a USB as a backup.

2. Kindly be present at the allocated venue of the presentation **at least 5 minutes** before the start of the session, giving a brief introduction about yourself.
3. You will be given **10 minutes** for presentation and **4 minutes** for discussion. The first bell will be rung at 8 minutes and the final bell at the end of 10 minutes. Kindly do not go beyond this.

INSTRUCTIONS TO E-POSTER PRESENTERS

1. Please submit or confirm your E-Poster at the Secretariat Room, Level 4 as follows:
 - i. E-Poster Session 1 by 10:15 am on Saturday, 13 April 2019
 - ii. E-Poster Session 2 by 10:30 am on Sunday, 14 April 2019
2. Kindly be present at the allocated venue of the presentation **at least 15 minutes** before the start of the session and give a brief introduction about yourself to the chairperson of the session.
3. You will be given **4 minutes** for presentation and **2 minutes** for Q & A. The first bell will be rung at 3 minutes and the final bell at the end of 4 minutes. Do ensure that your presentation is just right for 4 minutes.

INSTRUCTIONS TO POSTER PRESENTERS

1. Presenters are required to put up their poster/posters on Saturday, 13 April 2019 by 10:15 am
2. Presenters' exact places will be indicated by their poster number which will be posted at poster boards.
3. Kindly be present at your poster area **at least 15 minutes** before the start of the session.

INSTRUCTIONS TO RHIME PRESENTERS

1. Please hand over or confirm your power point presentation slides at the Secretariat Room, Level 4 by 1:30 pm on Saturday, 13 April 2019.
2. Kindly be present at the allocated venue of the presentation **at least 5 minutes** before the start of the session.
3. You will be given **8 minutes** for presentation and **3 minutes** for discussion. The first bell will be rung at 5 minutes and the final bell at the end of 8 minutes. Please adhere strictly to the time given