

## **Guidelines for Sub-plenary (Oral) Presentations:**

1. Verify your session assignment and time schedule in the Conference Program. Take note that **contributed** subplenary presentations are limited only to **12:00 minutes Talk** and **3:00 minutes** Q&A. **Strictly follow the time limit** to avoid delays in the subsequent presentations. Delays cause inconvenience to your fellow presenters, guests, and other participants. Contact the moderator in your session before the start of the session in case you have questions or clarifications.
2. Use a suitable font size on bright background with dark texts for easy appreciation of your presentation. It is recommended that only a **maximum of two figures** or images be used per slide. Bullet style presentation is preferable.
3. Session rooms are equipped with multi-media projector/display and sound system. Bring your USB memory drive containing your presentation slides and copy them to the PC before the start of session. Our recommended file format is Microsoft PowerPoint or PDF. If you prefer to use your own laptop, we encourage you to visit your assigned room before the start of session to check if your slide presentation displays properly.
4. For **lecture-demonstration**, materials and equipment must be checked and prepared before the session starts. Each contributed lecture-demonstration is allotted **30 minutes**, which includes the **5 minutes Q&A** portion.
6. **Only one** of the authors is allowed to do the presentation. Co-authors are encouraged to be present and may answer relevant questions from the audience.

## **Guidelines for Poster Presentations:**

1. Please verify poster session venue and schedule in the Conference Program. There will be poster stands prepared by the organizers. Each presenter will be assigned a specific location where the printed poster will be displayed.
2. For papers with multiple authors, only **one (1) presenter** is allowed to do the presentation. But we highly encourage the co-authors to be present in the session and answer relevant questions from the audience.
3. Presenters are required to be present in front of their printed posters to entertain questions during the scheduled poster session. Discussions may continue any time even after the poster session.
4. After the poster session, on-site presenters must remove and bring with them their posters to prepare the venue for the next event.

## **INSTRUCTIONS FOR POSTER PRESENTORS**

*The poster should be attractive, well-organized, self-explanatory, and should present only the main ideas. Focus mainly on interpretation and significance of results, and the important conclusions to take away from the session.*

1. **SIZE.** The whole poster should be clearly printed in a 30 x 40 inches (76.2 cm x 101.6 cm) material in portrait orientation. Tarpaulin may be used but paper-based posters are much preferred if available. Size of margin on all sides is included in the size of whole poster.
2. **TITLE AND AUTHOR.** Use letters equivalent to 72 points (about 2cm) for main title and 40 points (less than 1cm) for subtitle and author/s. Title and author/s should be same as in the submitted abstract.
3. **TEXT LETTERING.** Use type letters that are at least 20 points (about 6mm high). In typesetting the text, choose a simple typeface (font). Use upper and lower case standard letters. Text should be readable from two meters away.
4. **CONTENT.** Give brief introduction stating background and purpose of study. Include key experiments only. End with a brief conclusion. Minimize words while maximizing visuals.

5. **TEXT COLORS.** Dark type on light, with plain background is easiest to read. There should be enough contrast between color of text and background.

6. **ILLUSTRATIONS.** Explanatory images, graphs, charts, or illustrations should be used instead of text whenever possible. Suggested size for photographs and graphs is 5" x 7" (12.5cm x 18cm) and not cluttered with unnecessary detail.

7. **ORGANIZATION.** Design should flow sequentially from one part to the next. Numbers or arrows may be used to help navigate the viewer from one section to another in correct order. Do not clutter with either text or artwork.

8. **COPYRIGHTS.** As posters will be viewed publicly, participants are expected to exert utmost diligence on image licenses and intellectual property rights.