

Presentation Guidelines

1. Presentation File

- As for the aspect ratio of your presentation file (slides), a ratio of 4:3 is recommended.
- Presentation slides should be made in an MS Power point (2007 or newer version) file for smooth operation. If you have any other types of presentation files, please inform our staff of the preview room in advance.
- Use a common font, such as Arial, Times New Roman, Verdana etc. (special fonts might be changed to a default font)

2. Submitting a Presentation File

- ✓ *Advance Submission: by August 31, 2018*

Please submit a draft of your presentation slides and short CV to 11icgfile@gmail.com by August 31.

* *Oral Presentation Submission Instructions & Templates:*

http://www.11icg-seoul.org/gnuboard/bbs/board.php?bo_table=new&wr_id=21

- ✓ *To Upload Onsite: at Preview Room*

All speakers are required to visit the preview room and submit presentation materials at least 1 hour before their session. (Please bring your file on a USB flash drive.) All uploaded presentation files will be saved on the 11ICG server and transmitted to the room of your presentation from the Preview Room.

1) Preview Room Operation Times

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|------------------|-------------|------------------|-------------|
| - Sep. 17 (Mon): | 08:00-18:00 | - Sep. 18 (Tue): | 08:00-18:00 |
| - Sep. 19 (Wed): | 08:00-16:00 | - Sep. 20 (Thu): | 08:00-16:00 |

2) Preview Room Location

- In front of the Grand Ballroom 103 (1F)

3. Equipment

- 1 Main Screen in front (a 4:3 ratio screen)
- Just before your presentation, your presentation file submitted at the preview room will be projected on the screen controlled by the technician of the session room.
- A monitor, mouse, microphone and smart pointer will be provided on the podium for speakers.
- Everything must function with a mouse. There will be no keyboards on the podium.
- The Slide Note function (Presenter View mode) will NOT be provided by default.
- Internet access will be provided in session rooms.

** Preview Room and all session rooms will be equipped with Windows 7 based laptops with Office 2013 installed.*

** If your file contains video or sound, please inform our staff and check the system in advance.*

** We do NOT recommend you present using your own laptop for the smooth operation of the session.*

** If you wish to present with your own laptop (IBM or MAC), please confirm you have a VGA adaptor and test it in the session room beforehand where your presentation will take place.*

(We do NOT provide any devices for Macintosh).