

Guidelines for Full Oral Presentation Speaker

1. Please upload your presentation file to the provided laptop before the session begins (during tea-breaks or lunch break).
2. Please be in your parallel room at least 30 minutes before your presentation starts.
3. The total duration for each presentation is **15 minutes** (10 minutes for presentation and 5 minutes for Q & A).
4. All oral presentations should be in **MICROSOFT OFFICE POWER POINT** format.
5. Each speaker is requested to use the provided laptop to minimise change-over time.
6. You will be alerted by the session committee on the **5 minutes** and **1 minute** time remaining of your presentation.
7. It is very critical for each speaker to strictly abide by the 15 minutes allocated time.