SOM 2022 Oral Presentation Guidelines

1. Duration of Presentation

Category	Presentation	Q&A
Plenary	60 min.	without Q&A
Keynote	30 min.	5 min.
Oral	15 min.	3 min.

2. Prepare your Presentation File(s)

① Prepare your presentation file(s) in MS Power Point (MS Office 2013 version or higher).

② Bring your PPT file(s) on a USB memory stick. Please make sure that the file(s) is/are copied correctly onto the USB memory stick.

③ If you use fonts other than standard Microsoft Office fonts, please bring the font file itself with your presentation file(s).

④ Presentation monitor aspect ratio is **16:9**.

⑤ Presentation should be made in **English** (no simultaneous interpretation provided).

3. Preview Room

Date	Operating Hours	Location
June 26 (Sun)	16:00-19:00	Grand Hall 6 (B1)
June 27 (Mon)	08:00-16:30	
June 28 (Tue)	08:30-16:30	
June 29 (Wed)		

● You should visit the Preview Room to check and up-load your presentation file(s) <u>at least 1 hour before your session starts</u> to ensure your presentation file(s) appear(s) properly.

● A technician will be ready to assist you with checking and up-loading the file.

● In case of **combining video files with the MS Power Point**, we kindly recommend checking your presentation file <u>at least 3 hours before your presentation</u>.

● For those who have presentations in the morning session, please visit the Preview Room until the day before the presentation.

● All presentations will be stored on a network server and will be accessible from the PC in the session room where your presentation will be held.

● Our staff at the Preview Room will help you to upload your file.

4. Audio Visual Equipment in the Session Room

① All presenters should use only venue facilities. Each session room will be equipped with the following.
- Laptop (operated by a technician at the control desk) running MS-Office PowerPoint 2013 operated in Windows 10, equipped with USB drive.
- A smart pointer, a mouse and a LCD monitor on the podium and a timer monitor under the front of the podium.
- One beam projector (HDMI)
- One main screen

② To avoid frequently occurring technical problems during the presentation, all presenters are asked to use only IBM compatible PCs and the single LCD projector preset in the session room for all presentations during the session.

③ Presenters are requested not to use their own laptop computer to ensure the smooth operations of the session.

④ Presenters must upload their presentation file(s) at the Preview Room in advance.

5. Equipment on the Podium

① The SEATS for speakers will be reserved on the Left in the FRONT ROW facing the podium and it will be marked as "NEXT SPEAKER". Please sit and stand-by on the "NEXT SPEAKER" seats and step on the stage at your turn.

② Before reaching the podium, you will be introduced by the chairperson(s).

③ Upon reaching the podium, your first slide will be projected onto the screen.

④ The timer monitor will be founded under front of the podium and it will be going for the duration of presentation.

⑤ You can operate the screen by clicking the mouse to go to the next slide when you need to.

 * A Cue Light is also available for you to go back (**Red Arrow**) and forth (**Green Arrow**) in your slides.