Instructions to Speakers

Presentation Files

1. A notebook computer will be prepared on-stage with Microsoft® Powerpoint® XP installed.
2. Please submit your presentation files to the secretariat room or the audio visual (AV) booth in the main hall at least one day before your presentation.
3. Please indicate if your presentation includes embedded video and/or sound files.

Presentation Instructions

1. Please keep to the allotted duration to ensure sufficient time for discussion and Q&A after. General guidelines are as follows:

<table>
<thead>
<tr>
<th>Type</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plenary</td>
<td>45 minutes</td>
</tr>
<tr>
<td>Keynote</td>
<td>30 minutes</td>
</tr>
<tr>
<td>Invited</td>
<td>20 minutes</td>
</tr>
<tr>
<td>Oral</td>
<td>10 minutes</td>
</tr>
</tbody>
</table>

2. Please use the designated notebook computer for your presentation as it will minimize time delays.
3. Please use the computer mouse as a pointer. A laser pointer will not be provided. We apologize for this request.
4. A team of AV specialists will be present to assist you during the conference and short course.
Instructions for Poster Presentations

1. Posters should be mounted onto the assigned board spaces by 9 am, 4 June 2007. The posters will be on display from the morning of 4 June through mid-day 6 June 2007.

2. During the poster presentation sessions, please make yourself available at the poster board to discuss your work.

3. Please remember to collect your poster by mid-day 6 June 2007. The Organizing Committee will not be responsible for the posters that remain uncollected after the conference.
Instructions to Chairpersons

Expected duties for all Chairpersons:

- Round up the speakers 15 minutes before the start of the session to introduce yourself.
- Brief the speakers on the timing of the presentations and the subsequent Q&A and discussions.
- Greet the audience at the opening of the session; introduce the name of the speaker(s), their country, profession and the title of the paper.
- Assist the speakers in any possible way.
- Contact the secretariat if any difficulties arise.
- Facilitate discussion at the end of each session.
- Keep to the time schedule by reminding the speakers of their remaining time, and stop the speaker and/or the discussion when the allotted time is up.
- Thank all speakers at the end of the session.

Thank you for your help and kind cooperation.