

# Information for Presenters

Below, please find information that can help you prepare the presentation of your contribution to ICCE-Asia 2019.

Note that during the conference, wireless network will be available for all participants.

All presenters should show up to their session at least 20 minutes before it starts, in order to meet with the session chair and ensure a smooth session.

## **Oral Presentation**

Presenters should bring their own laptops. Each podium has connectors for VGA, HDMI and audio. If you have special requirements for audio or video, we recommend you to test the setup thoroughly in one of the breaks between sessions.

Oral presentations should be no more than 20 minutes long. Each paper is only allowed 22 minutes in total for the presentation, questions and switching speakers. Session chairs will be asked to strictly enforce time limits.

## **Poster Presentation**

The poster may be up to A0 in portrait format (84.1 cm x 118.9 cm). The poster board will fit one poster.

Sticky tac and/or tape will be provided on site to fix your posters to the poster boards.

## **Demonstrations**

The basic demonstration setup provided will be as follows: A table, a 20" screen (if requested), access to electricity (two plugs + screen) and wireless network, and space for a poster (please follow the guidelines for poster presentations above).

\*\* For authors of Poster and Demonstrations, please prepare 3 minutes powerpoint (up to 2-3 slides) to make a brief overview presentation in the Demo/Poster fast forward session.