

IMPORTANT NOTES FOR ORAL

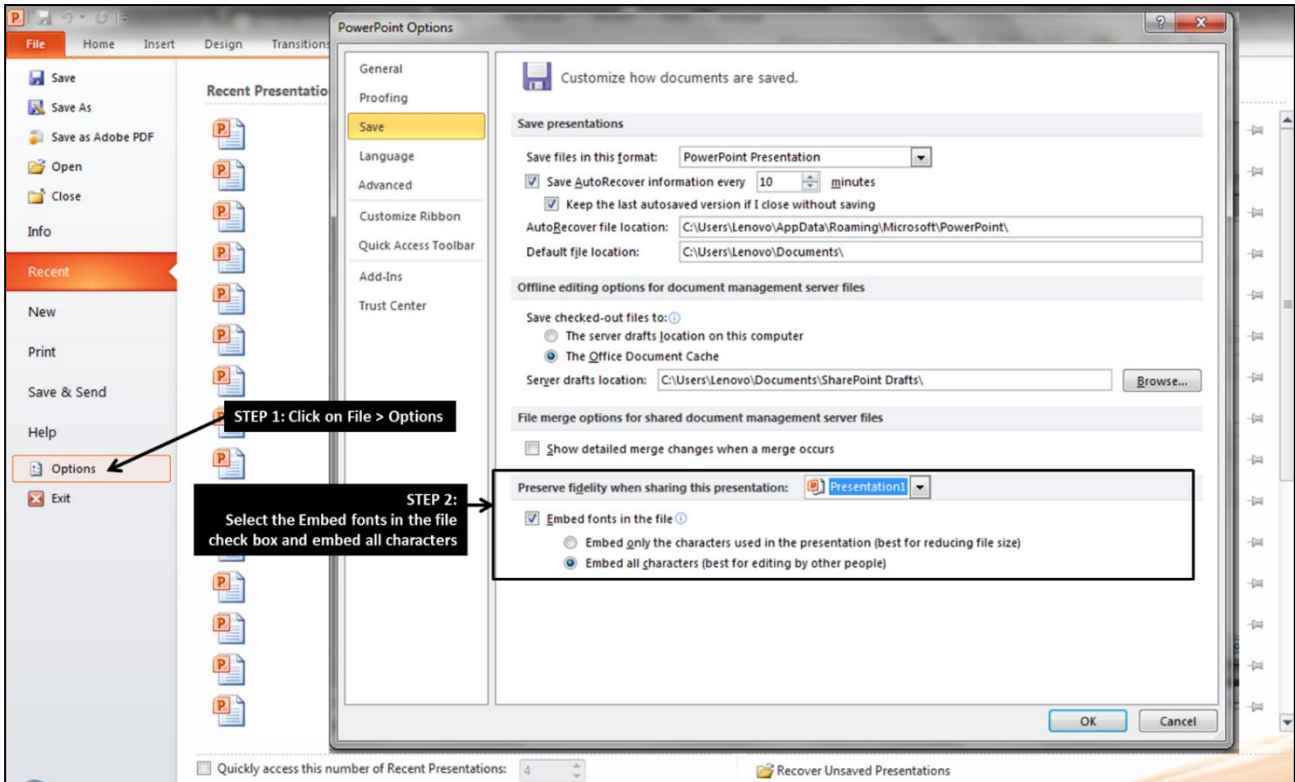
Presentation Slides

- You are requested to be present at the session room 10 minutes before your session starts. Please report to the chair of the session. You may provide him/her with a very brief written introduction of yourself so that he/she may introduce you to the audience.
- The length of each oral presentation is strictly capped at 20 minutes including 5 minutes for questions and discussion. Due to the large number of presentations, please limit your presentation time and do not overrun.
- Please note that when the “3 mins” card is flashed, you have only 3 minutes left for your presentation (excluding Q&A). When the “X” card is flashed, your time is up. You should wrap up your presentation and proceed with the 5-minute Q&A session.
- To avoid font issues, it is best to save your PowerPoint or PDF presentation with all fonts embedded (see how to embed fonts in PowerPoint below). It is recommended that slides are prepared using a 16:9 format.
- You are recommended to use the desktop PC available in the session room. **Please copy your presentation file to the desktop computer using a thumb-drive prior to the session.**
- **For participants who have submitted their presentation slides to the ISSW32 secretariat before 5 July 2019, your presentation slides will be copied to the desktop computer at your sessions. For any updates or revision to the submitted presentation slides, please directly copy your revised presentation slides to the desktop computer at your session.**
- Please kindly use the following format to name your presentation file:
<Day>_<Time>_<First Name> <Last Name>
(Example: 1_1300_Margaret Tee)
- If you wish to use your own laptop PC to present, please arrive early at the session room to check that your laptop PC is compatible with the projector and that your slides are properly projected. Please also back up your presentation file using a thumb-drive so that this file may be used with the available desktop PC if there are issues using your laptop PC. Due to the tight presentation schedule, presenters will not be given additional presentation time if they encounter technical or projection issues with their own laptop PC during the course of their presentation. For Macintosh users, please kindly bring along your own adaptor and/or cable, etc
- If your presentation file includes movies/animations, all the relevant files must be copied to an appropriate folder so that the movies/animations may play properly.



HOW TO EMBED FONTS IN POWERPOINT

- Steps to embed fonts in PowerPoint



- Steps to change size of presentation slide

Note: Changing from original 4:3 to 16:9 may cause presentation content to be distorted. Manual adjustment will be required on each slide.

