



INFORMATION FOR SPEAKERS

The assigned time for each ORAL presentation is **15 minutes** + 3 minutes for discussion with the audience.

Both meeting rooms are equipped with Microsoft Windows PC.

Presentations should be prepared in **PowerPoint for Windows** (NO KEYNOTE or other MAC format) 16:9 format (Videos mp4 format) and **saved on an USB pen drive** (no USB-C) to operate in the assigned meeting room.

Please be sure to be in your meeting room on time to plug your USB pen drive and give your presentation smoothly.

In case you have prepared the presentation in PowerPoint for MAC please take good note that fonts may be inappropriately modified by Windows.

Please note that the podium PC (which is connected to the projector) operates by LAN.