

Paper Presentation Guidelines

Time

- Each paper will be allocated a 25 minute slot (20 minute talk and 5 minute discussion).
- Be punctual, please.

Facilities

Auditorium

- PC: Lenovo ThinkPad T410si
- OS: Windows 7 Home Premium SP1
- PowerPoint: 2010
- Cable: D-Sub 15 pin

Conference Room 1

- PC: Fujitsu FMV-C6310
- OS: Windows XP Professional SP3
- PowerPoint: 2003 and PowerPoint Viewer
- Cable: D-Sub 15 pin

Note:

- You may use the facilities above, or you may bring your own computer to show your slides.
 - It is strongly recommended that you bring your own computer and just connect it to the cable.
 - The cable is so-called "D-Sub 15 pin" for PC. No adapter for Mac is available. If you need, you need to bring your own adapter for Mac.
- Conference Room 1 has the latest version of PowerPoint Viewer, so you can show "pptx" files.
- No external speakers for computers are available. If you need, bring your own, please.
- You may pass around your handouts just before your presentation and right after the previous presentation in the room.
 - A rough estimate of attendees per session would be between 40 and 60. No guarantee.