



Guidelines for Oral Presentation

- Plenary / Best Abstract Presentation / Free Paper -

■ Presentation

- * Please prepare presentation material in up to 15 slides.
- * All presenters are required to arrive at the session room 15 minutes before the session begins, and take a seat of the front row.

[KASID Plenary Session]

- Date & Time: 13:40-14:25, April 13 (Sat.), 2019
- Place: Room A (Hanra 1+2), 3F, Seoul Dragon City
- Presentation Language: **English Only**
- Presentation Time: **Total 15 minutes (12 min. presentation + 3 min. Q&A)**

[Best Abstract Presentation]

- Date & Time: Best Abstract Presentation 1/2 - Session 1, 10:40-12:00, April 12 (Fri.), 2019
Best Abstract Presentation 3/4 - Session 7, 14:40-15:45, April 13 (Sat.), 2019
- Place: Room B (Baekdu 1+2), 5F, Seoul Dragon City
- Presentation Language: **English Only**
- Presentation Time: **Total 10 minutes (7 min. presentation + 3 min. Q&A)**

[Free Paper Session]

- Date & Time: 10:30-12:00, April 13 (Sat.), 2019
- Place: Free Paper Session 1 - Room A (Hanra 1+2), 3F, Seoul Dragon City
Free Paper Session 2 - Room B (Baekdu 1+2), 5F, Seoul Dragon City
- Presentation Language: **Korean Only**
- Presentation Time: **Total 10 minutes (7 min. presentation + 3 min. Q&A)**

■ Presentation Equipment

- Computer: Window OS - PowerPoint version 2010 or upper
- A monitor and a wireless mouse will be set up on the podium, and the presenters operate each slide from the podium using the mouse.
- There will also be an AV technician in each session room to assist you with technical issues.
- We DO NOT recommend using your own laptop computer for your presentation to avoid problems with computer-projector compatibility and to save the time that would otherwise be needed for changing connections.
- If you wish to use your own laptop or require internet access for your presentation, you have to inform the technician in advance.

■ Presentation File

- Please bring your presentation material on the USB drive.
- It is strongly recommended that all presenters prepare their presentation materials in Microsoft Office PowerPoint (PPT) file format.
- Please use a standard font such as Times New Roman, Arial or Tahoma which be included on the session room computers. If you use any special or unique fonts for your presentation it may not be displayed correctly.
- If you have an external file utilized, e.g., a movie files, save it to the same folder as your presentation file.
- Video clips (other than certain animated gif files) are not embedded in PowerPoint presentations: you will need to bring the separate video files with you and submit them along with your presentation file.



■ Preview Room

- **Location:** VIP Room, 3F, Seoul Dragon City

- **Operating Hours:** 08:00-17:00, April 12 (Fri.) / 07:30-17:00, April 13 (Sat.)

- Please visit to the preview room at least 1.5 hours in advance of your presentation to verify if the data will function properly on the equipment provided.
 - After you have finished reviewing and/or making changes to your presentation, please notify an A/V technician so that they can review and upload your files onto the PCs connected to each session room.
 - All presentation will be loaded onto a server (at the preview room) and distributed to the appropriate session room at the appropriate time via network.
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