

ORAL PRESENTATION INSTRUCTION



✧ Time for Presentation

Session Type	Total Length	Presentation	Introduction & Q/A
Special Session Keynote Presentation	30mins	20 mins	5 mins for Introduction 5 mins for Q/A
Oral presentation	20 mins	15 mins	5 mins for Q/A

✧ Presentation Preparation

1. Each session room will be equipped with one laptop (Microsoft PowerPoint 2017) and a LCD projector. **Please be noted that all speakers must use the provided laptop** to prevent the connection problems and save the installation time.
2. Please use horizontal slides and make sure all fonts appear as expected and all audio/video clips work properly.
3. All presentations should have a 16/9 aspect ratio
4. Preview Room will be in service during the conference period.

Speaker Ready Room	Date	Service Hours
Press Room	From Monday 1 to Thursday 5 July 2018	08:00-15:00

**Service hours may be changed slightly upon final arrangement.*

✧ Before Presentation

1. In a matter of smooth organization, we would appreciate to receive your presentation to icem18@semico.be before the event.
2. Please arrive at your session room **at least 30 minutes before** your session starts to meet the chairs and to re-confirm your presentation slides.
3. The conference staff will be present at each session room to provide any relevant assistance.