

## Guideline for Oral Presentation (Free Paper)

Speakers in the Free Paper Sessions will have **8 minutes for presentation and 2 minutes for discussion**. We suggest that your slides should be **no more than 20 slides including the title slide**. Please prepare your presentation within the allocated time.

### PRESENTATION WITH COMPUTER

Only beam projector will be provided for presentation. To avoid frequently occurring technical problems, all presenters are asked to use the Microsoft Power Point® (2007 and lower) and Media Player® (ver. 11.0 and lower) compatible with only IBM PC. Every room will be equipped with a single LCD projector for all presentations in the scientific sessions. If you have any files which are not compatible with Window XP®, you are cordially asked to bring your own laptop for your presentation. If you have any special presentation requests, please be sure to inform the Secretariat at least 3 weeks before the conference.

### PRESENTATION MATERIAL

All presenters are requested to submit their presentation materials before the congress. We will inform you how to submit your presentation materials soon. If you plan to show an image clip during your presentation, please email your file to the secretariat in advance for a test run. Please save and bring your final presentation material on USB memory device or on a CD to prepare unexpected situations onsite.

### PREVIEWING AT THE PREVIEW ROOM

You need to visit the preview room **at least 3 hours before your session** in order to preview your presentation materials. It is important to be aware of any last-minute instructions or changes concerning your session.

And if it is unavoidable to use your own laptop, kindly bring the laptop to the Preview Room **at least 1 day before your session**. There will be technical staffs to assist you and for easy access to your presentation file. For your convenience, we advise you to remember your abstract number, for instance 'OR-###.'

### SECURING YOUR FILE

The organising committee will set up the secure file management system to protect the copyright of all presenting materials of presenters in all session rooms and the preview room. For security reasons, presenters should manage their own presentation files at the Preview Room.

### PROMPT ATTENDANCE AT THE SESSION

Be in the session room 10 minutes before your scheduled session in order to make acquaintance with the chairpersons and other speakers. Stay within schedule. The chairpersons have been instructed to ask all speakers to adhere to this limit.

### ORAL PRESENTATION SCHEDULE

- |                                 |   |                          |
|---------------------------------|---|--------------------------|
| ○ Free Paper Session Schedules: | Free Paper 01~03                            | 6 June 2010, 14:00-15:30 |
|                                 | Free Paper 04~06                            | 6 June 2010, 16:00-18:00 |
|                                 | Free Paper 07~09                            | 7 June 2010, 14:00-15:30 |
|                                 | Free Paper 10~12                            | 7 June 2010, 16:00-17:30 |
| ○ Preview Room Operation:       | 4 June 2010, 14:00-18:00                    |                          |
|                                 | 5-7 June 2010, 08:00-18:00                  |                          |
| ○ Preview Room Location:        | ASEM Hall 208A, COEX Convention Center (2F) |                          |

#### Secretariat of APCN2010

[INTERCOM Convention Services, Inc.]

8<sup>th</sup>, 10<sup>th</sup> Fl., Samick Lavied'or Bldg., 720-2 Yeoksam 2-dong, Gangnam-gu, Seoul 135-920, Korea

Tel: +82-2-501-7065, 3452-7291 Fax: +82-2-3452-7292

E-mail: apcn@intercom.co.kr

Website: www.apcn2010.org