

Guidelines for Oral Presentation

The BIEN 2017 Organizing Committee would like to sincerely thank you for your participation. To ensure that your work can be shared effectively, we'd like to ask you to check the following guidelines.

■ PRESENTATION

- To set your presentation, please arrive at your session room at least 20 minutes before the session begins.
- Please be sure to keep to the allotted presentation time in consideration of the next speaker.

■ PRESENTATION MATERIAL

- Please bring your presentation files on a USB memory stick to your session room before your scheduled session starts.
 - Microsoft Office PowerPoint (PPT) or PDF.
 - For images, JPG, GIF or BMP format
 - For video, WMV, MPEG or AVI format

■ EQUIPMENT AT SESSION

- The session rooms will be equipped with a computer running Windows (IBM only, no Mac), projector and microphone.
- Podiums will be equipped with a laptop, microphone, mouse and smart pointer.
- It is not recommended to use your own laptop computer for your presentation to avoid problems with computer-projector compatibility.
- If you are a user of Apple Macintosh / Apple Keynote / Personal Laptop, please notify the Secretariat via e-mail by August 25 and bring your Mini Display Port-VGA Adapter.

■ SPEAKER PREVIEW ROOM

- Location: Pine Room, 4F
- The Preview room is ONLY to check and/or modify your file. Your presentation file must be submitted to the session room.
- Please visit the Preview Room to sign your honorarium receipt after your presentation.