

## A. Oral Presentation

- 1) Oral Presenters are requested to prepare a 10 minutes PowerPoint presentation.
- 2) To better facilitate presentations, there will be a designated computer and pointer to be used for PowerPoint presentations. Presenters are therefore requested to submit their files in digital form to the secretariat at the check-in desk.
- 3) In case of last minute substitutions, only co-authors are allowed to present their paper.
- 4) The committee will inform you the schedule of your presentation before the symposium days.

## B. Poster Presentation

### General Guideline

- 1) Poster panels (with stand) will be made available for posters, which will be set up on **17 September 2019**
- 2) The poster session will be at 13.00 to 13.30 on 17 and 18 September 2019 (please refer to program book).
- 3) Each presenter should prepare their printed poster before the symposium days. The committee will not provide printing and duplication service for any presentation poster.
- 4) The poster should be in ready to be presented, printed in A1 size paper (594 x 841 mm), and in portrait orientation, *not landscape*.
- 5) Each poster session author will be provided with an A1 paper size poster board area. The board will indicate the poster number in upper right or left corner. Authors are responsible for mounting their posters the morning of their presentation and removing them as soon as the session ends. Posters left up past that time will be discarded.
- 6) Each poster must include text in a large enough font (~20 point font) to be read easily by attendees from a distance of 4 to 5 feet or more. Lettering on illustrations should be large and legible. Photographs should be a minimum of 5 x 7 inches. Material should be displayed in logical sequence (introduction, development, conclusion) and each sheet should be numbered.
- 7) No commercial activities or any advertising may be displayed on the posters. Non-compliance with this rule will result in the poster being removed.
- 8) Poster session will be conducted in the ballroom.
- 9) Presenters should be ready 30 minutes before the schedule to setup their poster.
- 10) Poster presenters are requested to be around their displays to answer questions during the session for poster presentations. Posters without presenters are considered as **NO SHOW** hence the paper will not be published.

### Poster Content Guideline

**Paper ID:** please write your paper ID on the top left of your poster.

**Title:** should summarize the subject, but be short and attention catching. It should be informative and can be posed as a question. Give your **name and institutional address** immediately below the title. You may place a mailing address and email etc. in much smaller font at the end of the poster.

**Structure** of a poster should follow a similar pattern to that of a scientific paper:

- a) *Abstract* - not essential but can help summarize the poster
- b) *Introduction* - crucial for setting context, defining the question or topic to be addressed, why this question is important.
- c) *Main body of poster* - for a research poster this often consists of methods and key results, while for a poster on a topic or issue you may consider structuring distinct sections on separate sub-topics / questions.
  - After introducing the topic / issue / hypothesis (why is it important? why should I bother reading this poster?), the body of the poster should include critical analysis with a clearly defined methodology, evaluation of evidence, leading to discussion and conclusions.
  - You may present results of some field research that you conducted previously. Alternatively, you may wish to base your poster on published literature. In this case it is preferable to set your own question or hypothesis and evaluate this through reviewing a number of studies, rather than preparing a poster based on the results of a single published paper.
- d) *Conclusion* - summarizing key conclusions of the poster, indicating the way forward or what needs to be done.