



Oral Presentations Guidelines

All oral presentations must be computer based. Presentations using a slide projector will not be accepted. Your own laptop computer or external storage media will be required.

Please bring your laptop computer and/or media to the Presentation Media Check Desk for checking so a PC operator can ensure your computer and/or the presentation media operate correctly.

▪ **Presentation Media Checking:**

+ May 23 (Sun) to May 25 (Tue), from 9:00 to 16:00: Room 247C - National Convention Center Ha Noi (NCC).

+ May 26 (Wed): PC Desk in the meeting rooms (Room 202-210, NCC), at least one hour prior to your scheduled presentation time.

▪ **Presentation Using External Storage Media**

+ Only CD-Rom or USB flash memory are accepted. Please note that MO and other external storage media cannot be accepted.

+ If movie files or other multi-media files are inserted into your presentation material, please advise the PC Desk staff.

+ A monitor, a keyboard, a mouse and laser pointer will be available for your presentation.

▪ **Presentation Using Your Own Laptop Computer**

+ Please bring AC power cable, conversion connectors for screen output together with your laptop computer.

+ To avoid trouble during your presentation, please cancel screen saver and power saving functions beforehand

+ Your computer will be returned at the PC desk in the meeting room after your presentation.

▪ **Presentation Time**

+ Basically presentation time for each Speaker is scheduled to be 15 minutes but please ask your chairman for the correct time.

+ Please see your presentation schedule time in the Meeting program