



ISEHC 2014 Oral Presentation Guidelines

*Please kindly be noted the information provided below for the preparation of your oral presentation:

■ Time for Presentation

1. Please refer to **Oral Presentation List** for the time schedule of your presentation.
2. **New Session Number** will be used, rather than abstract reference number, from now on in the oral session and for arrangements on-site.
3. It is critical that talks are kept on time. Please kindly strictly observe and not exceed your allotted time.

Duration of Presentation	
Oral	12 minutes for Presentation + 3 minutes for Questions

4. Kindly adhere to the time and in each session room the staffs will hold a “**3 Minutes Left**” note card to notify the presentation time left, and then a “**Time’s Up**” note card to inform the time reached.
5. After 3 minutes Q&A, if audiences have any further question, they are encouraged to take discussion with the presenters privately.

■ Preparation for Presentation

1. Each meeting room will be equipped with a notebook and a LCD projector.
2. All presenters are **REQUIRED** to provide the presentation slides 30 minutes before at the Preview Room for the test run during the working hours. We recommend that you have the back-up in its original file format as well as Acrobat (i.e. pdf), which ensures the highest likelihood of compatibility with another system if needed.

■ Preview Room (RM202) Working Hours (All computers are equipped w/ Windows 7 Operating System)

Date	Working Hours
November 7	08:00-17:00
September 8	08:00-17:00
September 9	08:00-17:00

3. The conference staff will help you to open the slides in the session room. Please arrive at your session room **15 minutes** before the session starts to meet the Session Chair and to re-confirm your presentation slides.
4. Your session chairs will make sure that your presentation time is **STRICTLY** observed. Attendees highly value the chance for Q&A after a presentation, so we ask that you ensure your presentation fits within the allotted time.