

# GUIDELINE FOR PAPER PRESENTATION/ SYMPOSIUM/ ROUND TABLE/WORKSHOP INFORMATION ON WI-FI ACCESS

## Guideline for Paper Presentation/Symposium/Round Table/Workshop

### 1. Presentation Time

#### Symposium/Round Table/Workshop

- Each session takes 90 minutes.
- Facilitator/Coordinator will be held responsible for time management of the session.

#### Paper Presentation

- Each concurrent session takes 90 minutes and is comprised of three presentations.
- Presentation: 20 minutes
- Q&A: 10 minutes

### 2. Presentation Files

- Please bring your final presentation files on a **USB drive** to your presentation room, in the breaks before your session.
- The staff assigned to the session room will upload your presentation file onto the computer.
- All presentation files are deleted at the end of the conference, unless permission has been granted to the conference association to retain the presentation files.
- You do not need to send us your presentation in advance.

### 3. Presentation Material Format

- It is strongly recommended that all presenters prepare their presentation materials in Microsoft Office **PowerPoint (PPT)** file format.
- It is advisable to use a standard font such as Times New Roman, Arial or Tahoma which be included on the session room computers. If you use any special or unique fonts for your presentation it may not appear correctly using the session room computers.
- For best results, please save your presentation slides in a **standard format (4:3 aspect ratio)**.

### 4. A/V Equipment

- All session rooms will be equipped with the following items:

A computer running Windows 7/10 with Microsoft Office 2016, Windows Media Players, a microphone, VGA cable and RGB cable.

- Verification of proper performance in the session room before your scheduled presentation is essential, particularly if video and animation is included in the presentation.
- Please note that Internet access will not be available during your presentation.
- If you wish to use your own laptop or require internet access for your presentation, we advise you to inform the staff in advance.
- If you wish to use your **MAC laptop**, please bring along your own MAC-to VGA adapter.

### 5. Chair of Sessions

- There will be a nominated Chair for individual oral presentations identified at the top of each session.
- The Chair of the session will be indicated in the Conference Programme.
- The main duty of the chair is to ensure that all presenters adhere to the time allowed.
- If you are unable to act as chair, please arrange for another delegate in your session to take your place.
- If you are presenting or chairing a session please ensure you read the notes and the abstracts of the session you are chairing.

### 6. Others

- WALS 2017 do not provide any printing and copy service.
- CD-ROM, DVD-ROM and Blu-ray Disc will not be available.

## Information on WI-FI Access

You could connect to "NUWNET" WI-FI network using the details (Login ID and password) printed on the back of your name card. Eduroam WI-FI network is also available.

# GUIDELINE FOR POSTER PRESENTATION

## Guideline for Poster Presentation

### 1. Size / Format of Poster

- Poster should be in A0 size (841×1189mm, 33.1"×46.8") in **portrait** orientation.
- Poster should include the **title** of the presentation and list of **presenters**.

### 2. Presentation Time Slot

- Presenters assigned to boards with **odd number** (e.g. K1, K3, L1, L3) are required to be at their posters from **12:00-12:30 on 25 November/26 November**.
- Presenters assigned to boards with **even number** (e.g. K2, K4, L2, L4) are required to be at their posters from **12:30-13:00 on 25 November/26 November**.

### 3. Mounting and Unmounting

- Presenters of **K-sessions** are required to mount their posters **by 11:00 on 25 November** and unmount their posters by 18:00 on the same day.
- Presenters of **L-sessions** are required to mount their posters **by 11:00 on 26 November** and unmount their posters by 18:00 on the same day.
- WALS2017 organizing committee will unmount all remaining posters after 30 minutes of the given time. Unmounted posters can be picked up at General Information desk.

### 4. Fixings

- Please bring fixings to attach your poster to the poster board.
- We recommend Scotch transparent tape or double-sided tape.
- Please note that your poster **CANNOT** be mounted using drawing pins/ push pins.

### 5. Poster Boards

- Two posters will be mounted on one poster board.
- Poster boards will be labelled with

Session-Board Number.

- Please mount your poster based on the Session-Board Number assigned to you. (Check your Session- Board Number here: [http://www.wals2017.com/data/Poster\\_Presentation170914.pdf](http://www.wals2017.com/data/Poster_Presentation170914.pdf))
- Sample of Poster Board with Session-Board Number and Poster is as follows:



### 6. General Information

- Presenters should print their physical posters based on the requirements listed in the sessions above.
- WALS 2017 does not print posters on behalf of presenters.
- There is no table and no power outlet available.
- If handouts are to be distributed, bring approximately 50 copies.
- Carry your poster as carry-on luggage; don't entrust it to checked luggage.