

Oral Presentation Guidelines

1. Please check in with the session chair at least 10 minutes before the starting time of your session to ensure he/she has the correct information regarding your title, and the presenter's name and affiliation. Then the session chair can introduce your paper to the audience.
2. You have to upload your presentation files (CD or USB flash drive) in the speaker preparation room (Room 201) at least 1 hour prior to your session.
3. Please remember to strictly observe and not exceed your allotted time:
 - Plenary, 30 minutes for presentation and 5 minutes for questions
 - Invited, 25 minutes for presentation and 5 minutes for questions
 - Oral, 12 minutes for presentation and 3 minutes for questions
4. With parallel sessions, it is critical that talks are kept on time. Therefore, your session chairs will make sure that your presentation time is STRICTLY observed. Attendees of WACBE highly value the chance for Q&A after a presentation, and so we ask that you ensure your presentation fits within the allotted time. This will be particularly critical for the Oral session presentations, which are only 12 minutes. We provide the following suggestions to help keep your talk on time.
 - The session chair will read the title of your talk and introduce you. We would discourage you from lengthy repeating of the title, or reading the list of authors
 - You should avoid lengthy outline, acknowledgement and conclusion slides.
5. For every oral speaker, we will allocate 12 minutes for lecture plus 3 minutes for discussions. In every lecture, we have single ringing at the 11th minute. In the 12th minute, there will twice ringing. For discussion time, there will first ringing at the 2nd minute and twice ringing at the 3rd minute.

For invited keynote speaker, we will allocate 25 minutes for lecture plus 5 minutes for discussions. In every lecture, we have single ringing at the 22th minute. In the 25th minute, there will twice ringing. For discussion time, there will first ringing at the 3nd minute and twice ringing at the 5rd minute.
6. Please REPEAT all questions after they are asked. Often the audience does not understand or hear the question and it is extremely useful for the question to be repeated. If the answer to a question is likely to be long, you may elect to provide a brief answer, but offer to meet the questioner at the end of the session for further discussion.
7. The equipment provided in the presentation room are i) computer (Windows XP, Microsoft Powerpoint 2003-2007, Adobe Reader), ii) LCD project, and iii) laser pointer.