Guidelines for Oral Presentation

International Committee, Korea Planning Association

All the oral presenters are requested to come to your presentation room at least 15 minutes before your session starts. Upon your arrival of the presentation room, you will install your presentation file to the computer equipped at the room. For smooth management of sessions, you cannot use your computer.

Each room is equipped with one LCD projector, one computer (MS Windows, MS PowerPoint and Adobe Acrobat) and one laser pointer. We strongly recommend you should bring your presentation file by MS PowerPoint or PDF file an USB flash device. Otherwise, your presentation file may not work appropriately.

- **Presentation Time**

Each presenter has 10-12 minutes for presentation and 3-5 minutes for discussion. First 10-12 minutes would be for the presentation and the rest would be for Q&A with the audience. Session chair and assistants will notify the time.

- **Session Chairs and Assistants**

Session Chairs, invited by the organizer, will moderate the proceeding of oral presentation and control the time for each session. They may change the time allocation for each presenter when necessary to avoid the conflict of scheduled time of the other sessions.

All the Chairs, kindly make every effort to keep the scheduled time in spite of cancellations or no-show.

Guidelines for Poster Presentation

International Committee, Korea Planning Association

All the poster presenters are requested to finish putting your poster to the panel at the venue during the lunch time (12:00-13:00). For presentation; you are requested to stay at your poster during the poster session (will notify the exact time).

Computers, LCD projectors and electricity plugs are not available for your use.

Poster Layouts

(1) Print your poster by yourself. The organizer will not provide any printing service.

(2) Prepare one poster of A0 size (Height: 1188mm x Width: 841 mm).

(3) The title, presenter name and affiliation will be preprinted on the poster panel. You DO NOT need to put your name or title on top of the poster.

(4) For the audience's convenience, we strongly recommend the minimum size of letters should be bigger than 1 cm squares. Letters should be read approximately 2 meters away from your poster.