

GUIDELINES FOR ORAL PRESENTERS

International Congress of Nutrition, 4-9 October 2009, Bangkok, Thailand

For enquiries, contact Ms. Malou Guevarra, Conference Manager at malou@asiacongress.com



4 - 9 October 2009
BITEC, Bangkok, Thailand

PREPARING YOUR PRESENTATION

Presentation Duration

10 minutes (8 minutes for presentation and 2 minutes for discussion/answering questions). The program has an extremely tight time schedule which must be maintained in order to allow delegates to change rooms in between sessions. You are therefore requested to keep to this schedule very precisely.

Presentation Language

The official language of the congress is English. Simultaneous interpretation will not be provided.

Presentation Aids

Please use Microsoft Office PowerPoint running on Windows XP Professional or lower versions for your presentation.

BEFORE YOUR PRESENTATION

Speakers' Ready Room

The Speakers' Ready Room is located at the Meeting Room 210, 2nd Level, BITEC. You are requested to bring your presentations on USB stick/thumb drive or CD-Rom to the Speaker Ready Room at least 5 hours before your presentation is scheduled. The use of your own laptop during your presentation IS NOT POSSIBLE.

To enable you to meet the session's chairperson and receive any last-minute instructions, you are requested to be present in your session room at least 15 minutes before your session is due to start.

DURING YOUR PRESENTATION

A room assistant, a computer technician, and a lights & sound technician shall be at the room at all times to assist when you encounter any technical problems.

The following audiovisual equipment are available at the session room:

- LCD projector and overhead screen
- Laptop
- Laser pointer
- Podium and lapel microphones
- Time-control system

Green light: Three minutes left

White light: One minute left

Red light: YOUR TIME'S UP

FOR INQUIRIES:

Please contact Ms. Malou Guevarra at tel. +66 2 7487881 ext. 112 or email malou@asiacongress.com should you have any questions.