

UIP Chapter Meeting: Seoul UIP 2015

August 27 (Thu.) - 29 (Sat.), 2015 | Lotte Hotel Seoul, Korea



ORAL PRESENTATION GUIDELINES

■ General Instructions

Oral presentations can be categorized by session type: **1) Free Paper Session** and **2) Chapter Society Session**. These guidelines contain general standards for all oral presenters regardless of session type to help you prepare efficiently for your presentation. Please read the following guidelines and information before you begin to create your oral presentation.

- Your presentation file is not required to be submitted before the congress; instead, please bring the file on a **USB drive to the speakers' Lounge & Preview Room on-site**. It is recommended to drop by the Speakers' Lounge & Preview Room **one or two days before your presentation** to avoid any congestion.
- It is important that **you arrive at your session room at least 15 minutes prior to the start of your session** to make sure that everything gets ready for your presentation.
- **All sessions need to run according to a very tight time schedule**. Each and every presentation must start and end on time, with no exceptions; we strongly recommend you to rehearse your presentation before the session to ensure that it does not exceed the allotted time.

■ Presentation Preparation

- Official Language: English
- Acceptable Presentation File Format: **Microsoft Office PowerPoint (.ppt, .pptx) / Adobe Acrobat (.pdf)**
- We highly recommend that you prepare your presentation material in a **4:3** dimension
- Use a **standard font** such as Times New Roman, Arial or Tahoma which will be installed on the session room computers. If you use any special or unique fonts, your presentation may not appear correctly using the session room computers.
- Verification of proper performance in the **Speakers' Lounge & Preview Room** is essential, particularly if video or animation is included in the presentation.

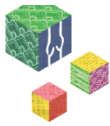
● Presentation Equipment



*Equipment at the podium in the Session Room

- Monitor
- Keyboard and Mouse
- Laser Pointer
- Timer

Speakers will be able to control their slides by using Keyboard, Mouse and Laser Pointer at the podium.



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- All room computers will be equipped with **Window 7** based PCs with **Microsoft PowerPoint 2010** and Adobe Acrobat Viewer installed.
- With the exception of MAC users, speakers will **not be allowed to upload presentations directly onto the session room computers or to use personal laptops** to avoid problems with computer-projector compatibility.
- There will be staffers stationed in each session room to assist with any technical issues.



Apple Macintosh Users

- Apple Keynote users will **need to bring their files directly to the Speakers' Lounge & Preview Room** to have them correctly transferred to the system.
*Just in case, please bring your **Mac adapter (connector cables)** with you.
 - **MAC users who wish to use their personal laptop** for their presentation are not required to visit the **Speakers' Lounge & Preview Room**. They must arrive at the session room at least 15 minutes before the session start time and the A/V technician in the room will connect their MAC to the projector.
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- If you have difficulty following the above-mentioned directions, please let us know in advance via e-mail (2015uip@intercom.co.kr).

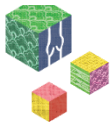
■ Check-In at the Speakers' Lounge & Preview Room

● Presentation Material Submission

- All presenters are requested **to submit their presentation materials** at the **Speakers' Lounge & Preview Room (2F Jade Room) at least 3 hours before your session** to make sure that all fonts, images, and animations appear as expected and that all audio or video clips are working properly. Once your presentation is uploaded in the Speakers' Lounge & Preview Room, it will automatically be sent to your assigned presentation room.
- The computers in the session rooms are the same as the computers in the Speakers' Lounge & Preview Room. Therefore, if your presentation does not play properly in the preview room, it will not play properly in the session room.

■ Speakers' Lounge & Preview Room Schedule

Date	Available Hours	Location	Contact Person
August 27 (Thu.), 2015	16:00 - 20:00	2F Jade Room, Lotte Hotel Seoul	Dayoun Yoo (Ms.)
August 28 (Fri.), 2015	06:00 - 18:00		
August 29 (Sat.), 2015	06:00 - 18:00		

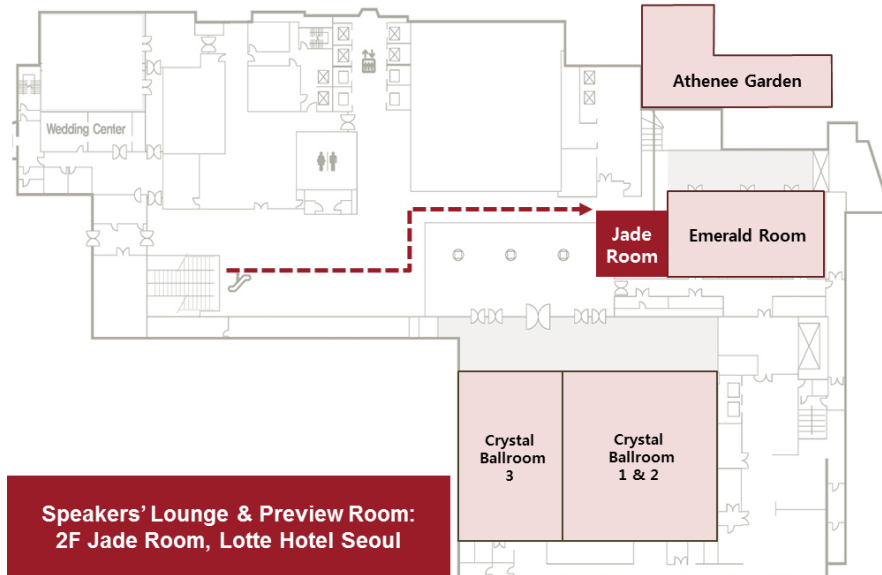


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■ Speakers' Lounge & Preview Room Location



For any further inquiries, please email us at 2015uip@intercom.co.kr.

UIP Chapter Meeting: Seoul UIP 2015 Secretariat

Eunhye Kim (Ms.)

T. +82-2-566-9255 / +82-2-565-2435 / E. 2015uip@intercom.co.kr
