



Information For Speakers

讲者信息

SPEAKER PREVIEW ROOM

The Speaker Preview Room is located at VIP room B, Hangzhou International Convention Center (HICC) at InterContinental Hangzhou. Speakers are requested to upload their presentations at the Speaker Preview Room at least 3 hours before the start of their sessions. If your presentation is scheduled in the early morning sessions, please upload your presentation slides the day before.

OPENING HOURS

DAY	DATE	TIME
Day 0	31 May 2017 (Wed)	14:00 – 18:00hrs
Day 1	1 June 2017 (Thu)	07:30 – 17:00hrs
Day 2	2 June 2017 (Fri)	07:30 – 17:00hrs
Day 3	3 June 2017 (Sat)	07:30 – 16:00hrs

The data you provide (on a USB flash memory drive) will be temporarily stored on the server in the Speaker Preview Room. The organizer will take responsibility for erasing all data after the conference.

PRESENTATION FORMAT

Please note that you are to format the aspect ratio of your PowerPoint slides to 16:9 if you are presenting in Hangzhou Hall 1 and Hangzhou Hall 5. Presentation in Shanghai, Beijing and Chongqing rooms will be in 4:3 format.

Only presentations using PowerPoint are acceptable. Sound data cannot be used. Please use the mouse provided at the speaker's podium to operate your own presentation. (Note: The computer on which the presentation is stored is not situated at the podium.) Presenters who wish to use Keynote for Mac OS computers will need to use their own computers. Please approach the AV staff at the control station for assistance.

FREE PAPER PRESENTATION

It is compulsory for all free paper presentations to be uploaded in the Speaker Preview Room at least 3 hours before the start of their sessions.

Important note: Please save data in accordance with the notes below, and store data on a USB flash memory device. At the Speaker Preview Room, please provide the AV staff with your name and the session you will be speaking in.

DATA FORMAT

1. Use Microsoft PowerPoint 2007, 2010, and 2013 and save presentations in .ppt or .pptx format to ensure compatibility with the onsite PC.

2. We are unable to guarantee the quality of Mac OSX-based presentations; please check in advance for Windows compatibility or bring your MacBook to the Speaker Preview Room for onsite assistance.
3. **Videos:** Compress videos to less than 500 MB. Only videos in MPEG, WMV or AVI formats can be accepted. If you are unable to convert files, please check with a technician at the Speaker Preview Room for assistance.

FOR PRESENTERS USING OWN PERSONAL COMPUTER (Not applicable for free paper presentations)

AV staff will check the external output of your machine using an LCD monitor. Please switch off any screensavers, antivirus programs, and power-saving modes prior to your presentation. Please remember to bring your own power cable for your computer. If you are using a Mac computer, please remember to also bring your own computer and cables for connection to a VGA projector.

TIME KEEPING PROTOCOL

The meeting program is intensive and keeping to schedule is essential. Session chairs will be strict with time keeping. Speakers should take note of the following time keeping protocol:

- 1 RING indicates that the speaker has 1 minute of presentation time left
- 2 RINGS indicate that presentation time/discussion is finished

The microphone will be muted 5 seconds after presentation time is finished.