

## **Instructions to Poster Presenters**

Poster sessions will be located in Kornkamol 1-2 room. To locate your assigned poster stand, please look for the stand marked with your paper reference number, such as LCAF-2018-01-00001, LCA-2018-01-00001, ICGSI-2018-01-00001, and so on.

### **Set up your poster/Give your presentation**

1. Each presenter will be provided with poster stand and materials necessary for setting up poster on the stand.
2. The size of the poster is set at 90 cm (wide) × 120 cm (high) or A0.
3. Poster should be set up on Wednesday 17 October 2018, before 12.00 pm.
4. The poster will be evaluated by the scientific committee members of the conference on 18 October 2018, 13.30-17.00 pm. So, please be with your poster during that time to give information to the committee and audiences.
5. The best poster will be selected and awarded in closing ceremony on 19 October 2018.
6. Posters can be presented in Kornkamol 1-2 room until 19 October 2018, 17.00 pm. However, if the presenters want to remove the posters earlier, please remove the posters after 17.00 pm of 18 October 2018.

## **Instructions to Oral Presenters**

Oral presentations will be arranged during 17-19 October 2018. The presenters can find their own presentation date, time, and room from the conference's website and the abstract book provided upon registration.

### **Set up your presentation/Give your presentation**

1. Each presenter is required to prepare the presentation file(s) in pdf or ppt format.
2. The presentation file should be uploaded on the conference's computer(s) at the computer room before the session of that presentation starts (or between 8.00 am -9.00 am and 12.00 pm -13.30 pm). Please contact the conference staff at the computer room for help.
3. The presentation file will be viewed on a screen for you to make sure all is correct.
4. The presentation files of all oral presenters will be transferred to the laptop in the presentation rooms by the conference staff.
5. Presenters should arrive their presentation room before the sessions start.
6. Basic materials for giving presentation, i.e. microphone, laptop (Windows environment), projector, and projection screen are provided in the presentation rooms. A laser pointer is also available.
7. It is not possible for a speaker to use a private notebook for presentations.
8. Regular Oral Contributions are 15 minutes in total which includes 3 minutes for Q&A.

9. Each room will have chairman and co-chairman to manage the session and evaluate the presentation. Names of chairman and co-chairman for each room are presented in the abstract book.
10. During giving presentation, co-chairman will help remind presenters of the time.
7. The best presentations will be awarded in closing ceremony on 19 October 2018.