

## Instructions for Speakers

Dear Sir/Madam,

- 1) All session rooms are equipped with LCD projector. Please bring and use your own Laptop PC.
- 2) Please arrive at the session room at least 10 minutes before the start of the session to check the connection of your PC with the equipped projector. And please submit your bio form to the session chairs.
- 3) The allocated time for each talk is 20 minutes including 1 minute for your introduction, 15 minutes for the presentation, 4 minutes for questions.
- 4) If you need any assistance, please contact the volunteer assigned to each room.