ICAE2012 SPEAKER GUIDES

ORAL PRESENTATION

1. Prepare Your Presentation
Length of presentation material should be in accordance with your time allotted. You are requested to load your presentation files before the session starts.

Duration of presentation time
Keynote lecture: 40minutes each, including Q & A
Oral papers: 20 minutes each, including Q & A

Please refer to the Program Book for actual presentation times. You are kindly requested to be at the meeting room at least **15 minutes** before the session starts.

Speaker Bio
Please provide 50-100 words of bio including your name, title, affiliation, paper title and ID, and short description of your research interests and positions etc.

2. Determine Your Audio Visual Needs
Each meeting room comes equipped with a computer, LCD projector and screen. PowerPoint is the standard presentation format. The computers in the meetings rooms are provided to Window-based PC Users. The PC will be configured with Windows XP and Office XP (or later version). If you have different requirements please inform the Secretariat in advance. Please know that Slide Projectors are unable to be provided.

Congress Secretariat
Email: info@applied-energy.org

3. Slide Preview Room
All presentation files need to be pre-loaded at least One Hour before the start of your session, at the Slide Preview Room.

Please always bring your backup presentation files saved in USB memory stick.

POSTER PRESENTATION
Each presenter is provided with a **90cm wide x 120cm high** poster board. The presentation must cover the same material as the accepted paper. Please prepare your poster according to given **template** which can be downloaded from the conference website.
-   Place paper Title and Authors' names prominently at the top of the poster to allow viewers to identify your paper easily.
-   The text and illustrations should be readable from at least two meters (six feet) away.
-   Posters should be set up according to the assigned schedule which will be as shown in the Congress Final Program. Tacks, adhesives and materials will be provided for setting up your posters.
-   If you have special needs for your poster presentation, please bring those supplies with you to the meeting.