

Guidelines for Oral Presentations

Each oral presentation will last for 15 minutes, with 12 minutes for the presenter to present her/his study and 3 minutes dedicated to questions from the audience and the change for the next presenter. All presenters must be available in the presentation room 15 minutes before the session starts. The chairperson will introduce the presenter and keep track of the timeline (12 minutes for presentation and 3 minutes for discussion). The presenters are kindly requested to follow the timeline strictly. If a presenter does not appear for her/his presentation, the next presenter will start his/her presentation as indicated in the section schedule.

AV Equipment in presentation rooms: The computer equipment will be available: notebook computer, mouse, LCD projector, screen, microphone, and laser pointer, so personal laptops will not be allowed during your presentation. However, if you need to use your own computer, please be advised to bring the equipment/adaptor to ensure your equipment will be properly connected. The computer in the presentation room will be Windows 10 with Microsoft Office 2016.

Before your presentation, we will provide a computer for all presenters to rehearse and load your PowerPoint file at the presentation loading area "Speakers' Ready Room" (Convention Hall D) at least one hour before your session.

Please bring your presentation on one of the following media:

- USB flash drive
- External hard drive

If you need further assistance or have any concerns, please do not hesitate to contact Asst.Prof.Dr.Inthira Roopsawang at: inthira.ros@mahidol.edu