

## **GUIDELINES FOR PRESENTATION**

1. All papers at the AQL 2017 will be presented in English.
2. All presenters should arrive at the presentation venue 15 minutes before the allocated session starts and introduce yourself to the Session Chair.
3. The presentation venue is equipped with audio-visual equipment including a computer, a LCD projector and a laser pointer. Software including Microsoft Office 2010 (PowerPoint 2010). Presenters are strongly recommended to use the computer provided at the venue.

### **For oral presentations:**

#### Symposium for Early-Career Researchers and Postgraduates (19 October, Thurs)

- The schedule is divided into timeslots of 10 minutes.
- Each presenter will have 10 minutes for presentation.
- There will be a panel feedback session at the end of each session.

#### Main AQL Conference (20-21 October, Fri & Sat)

- The schedule is divided into timeslots of 15 minutes.
- Each presenter will have 12 minutes for presentation and 3 minutes for Q&A.

### **For poster presentations:**

- Please prepare a poster of the size not greater than size H57" x W31".
- The posters should be posted on the board before 11:00am, 20 October 2017 and be removed by the latest 4:30pm, 21 October 2017.
- Please be available next to your poster from 11am to 11:30am on 20 October 2017 (Fri).