

Guidelines for Scientific Session

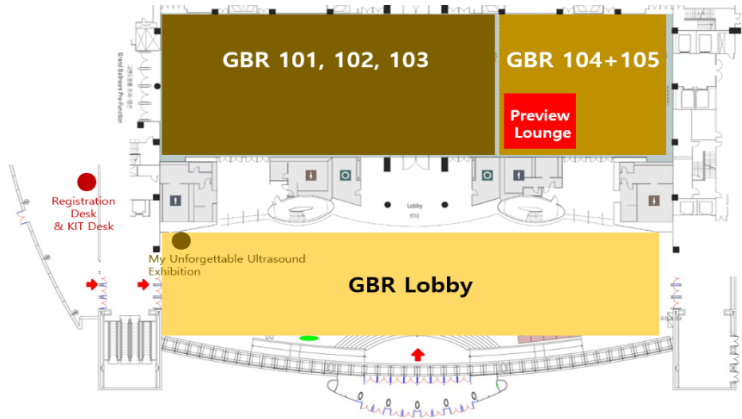
1. Presenting Time

- (1) 7 minute presentation and 3 minute discussions
- (2) Overruns penalize other presenters and will not be allowed. Chairpersons have been given instructions to curtail each presentation to the allotted time. Please rehearse your talk to make sure it will fit comfortably into the available time.
- (3) Presentations should be made in English.
- (4) Please take a seat at the 'Reserved Seat' area for speakers in the first row at least 10 minutes before the session starts.

2. Preparation of Presentation Materials (Power Point Slides)

- (1) Presenters should prepare the presentation file(s) in MS Power Point (2010, 2013, and 2016).
- (2) Any standard fonts provided by MS Office may be used. If not, please attach the font file(s) with the presentation file(s).
- (3) If your presentation file(s) include(s) movies, we recommend that you bring your presentation file(s) with the original movie files in WMV (Window Media Video) format.
- (4) We recommend **4:3 aspect ratio slides**. If you use 16:9 slides, there will be black margins on the top and bottom of the screen.
- (5) Please bring your PowerPoint presentation file with you on a USB memory stick. Please make sure that the file is copied correctly onto the USB memory stick.

3. Preview Lounge

Date & Time	May 2 (Thu) 07:00 - 17:00, May 3 (Fri) 07:00 - 18:00 May 4 (Sat) 07:00 - 12:00
Place	Preview Lounge, Exhibition Hall (GBR 104-105, 1F), Coex
Layout (1F, Coex)	

- (1) Please visit the Preview Lounge to check your presentation file at least 2 hours before your session starts. This is mandatory to ensure your file works properly during the presentation.
- (2) If your presentation file contains animations or movies, you are advised to check over technical matters 3 hours before the session.
- (3) All presentations will be stored on a network server and will be accessible from the PC in each session room where the presentation will be held.

How to Upload Your Presentation File(s)

- (1) **Visit the Preview Lounge at least 2 hours before your presentation.**
- (2) The professional staff of the Preview Lounge will assist you to load your presentation file into a network server so that it will be available on the computer in your session room when you come to speak.
- (3) After the presentation, go back to the Preview Lounge and delete your file on the PC by yourself for security reasons.

Property Rights

After the presentation, presenters may visit the Preview Lounge and delete the presentation file(s) on the desktop to safeguard the property rights of the file(s). If not, the file(s) will be automatically deleted after the congress.

4. Audio Visual Equipment

All presenters should only use venue facilities. Each session room will be equipped with the following:

Equipment for Presentation

Laptops (operated by a technician at the control box) running MS-Office PowerPoint 2010, 2013 or 2016 operated in Windows 7, equipped with compact disk reader (CD & DVD) and USB drive, a mouse, a timer which will be shown on the monitor, a beam projector (RGB Port), a 4:3 ratio screen

- To avoid frequently occurring technical problems during the presentation, all presenters are asked to use only IBM compatible PCs and the single LCD projector preset in the session room for all presentations.

Equipment on the Podium



- Upon reaching the podium, lights will be dimmed and the first slide will be projected onto the screen.
- You may operate the screen by clicking the left button of the mouse to start your presentation.
- On the tablet PC monitor, you can see your speaker notes which you have written on each PPT slide.
- If you would like to use any other A/V equipment, please let us know **by no later than April 11 (Thu), 2019.**

KSUM Open 2019 Secretariat

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