

## Announcements for Oral Presentation Speakers:

1. Please take note of the presentation time allotted for each speaker:
  - Plenary/Special Lecture:  
Total time of 45 minutes (Presentation: 40 minutes, Q&A: 5 minutes)
  - Invited Talk: Total time of 20 minutes (Presentation: 15 minutes, Q&A: 5 minutes)
  - Oral Presentation: Total time of 15 minutes (Presentation: 12 minutes, Q&A: 3 minutes)
2. During the oral presentation, we will ring the bell at the following times to help the presenters keep track of their presentation time:

	Plenary/ Special	Invited	Oral
First bell (one ring)	35 minutes	12 minutes	10 minutes
Second bell (two rings)	40 minutes	15 minutes	12 minutes
Third bell (three rings)	45 minutes	20 minutes	15 minutes

3. Use Microsoft Office PowerPoint to prepare your presentation.
4. To ensure smooth progress, your presentation will be conducted using the symposium's computer. Before your presentation, please bring your presentation file to the symposium desk. We will provide a preview room at 2<sup>nd</sup> floor next to the satellite hall for you to check your presentation.

Thank you for your cooperation.