**Presenters Guideline**

***Presentation Materials***

1. **File Format:** The file format which accepted for the session includes - Microsoft Powerpoint Presentation **(ppt, pptx), PDF**.
*If you have a file format other than the above mentioned – example - keynote, please inform the event organizer in advance.*
2. **Slide Size:** The on-screen size for this event is **16:9**.
*Please note that any 4:3 format will be accepted, however, the presentation will not be fill the screen.*
3. **Content:** Kindly separate any video files from your presentation and provide these video files separately. We do not encourage any embedded video within the main presentation due to the possible lapse in play.
4. **Video File Format:** Video file format recommended - **.mov or MP4**.
5. **Equipment:** The organizer has prepared the equipment necessary to run the presentation from the main console. Presenters just need to provide the content in the file formats mentioned above in a thumb drive/ scan disk. Presenters will be provided with a microphone (wireless lapel or handheld) and a clicker to click through their slides during the presentation.
6. **Presenter’s Own Laptop:** If any presenters would like to present materials from their own laptop (at the rostrum), it needs to be informed to the main organizers in advance as additional cabling arrangements will need to be prepared. Also kindly note that the visual connecting cable is provided for generic **VGA/ HDMI** connection; should your laptop require any special connector due to its model, kindly bring along your own dongle connector/ converter to the above format accordingly.

Please note that any last minute request from the above provision will be subject to availability.

***On the day of the presentation***

* Due to the time constraint, we **will not** be able to attend to any last minute adjustments of the presentation from the main console; hence, please ensure that all presentation materials provided to the Main Organizers are the most up-to-date version.
* Speakers are to proceed to the AVL console located at the back of the room **15 mins before his/ her presentation** for mic-up.
* The speakers will be provided with a clicker and laser pointer for the presentation.
* A speaker’s preview monitor is also available showing the slide content that’s reflecting the audience view.
* For speakers who have speaker’s notes input in their PPT, please ensure that the speaker’s notes are kept **short** for preview purpose.