

## **IAM2016S Presentation Guidelines**

Thanks for your participation and contributing to IAM2016S. The following guidelines will help you design and prepare an exciting presentation.

1. Please check the conference program on the web to see which day and time you are presenting.
2. Please arrive at the assigned room location 10 minutes before the session begins and report to the session chair.
3. All session rooms will be equipped with digital projectors and laptop computer (Microsoft Windows operating system with MS PowerPoint & Adobe Acrobat Reader).
4. You may bring your own laptop computer or USB flash memory containing the presentation file (MS PowerPoint format, **written in English**). Files must be uploaded to the laptop computer in the session rooms during the breaks between the sessions. Also we strongly suggest you bring a copy of your presentation in PDF format, as a backup.
5. The presentation slots are as follows.
  - (1) **Oral presentation:** The duration of a presentation slot is approximately 20 minutes, approximately 15 minutes for the presentation itself and 5 minutes for discussion.
  - (2) **Virtual presentation:** The duration of a presentation slot is approximately 15 minutes. Relevant specifications for virtual presentation please refer to <http://iam2016s.conf-online.org/TypeofPresentations.php>. Please let us receive your presentation file before June 20, 2016.