

Guidelines for oral presenters

Presenters need to prepare in advance and deliver content articulately and concisely. This is even more important at this conference as each presenter is allocated with **15** minutes presentation time (for a five-presenter session, each presenter gets 12 minutes). Please make sure you finish your talk on time, so that there will be enough time for discussion from the audience.

Pre-conference Confirmation

We are asking all session chairs to connect with presenters in their sessions as a group by email before the conference. As presenter, please send your paper to the chairperson and discussant and confirm the time allocated to your presentation.

Prepare Your Slides

If your presentation is prepared in PowerPoint, please save as PP 97-2003 (*.ppt) only to guarantee that it will be opened successfully on an on-site PC. On-site PC also has Acrobat Reader 9 installed.

Fonts: Only fonts that are included in the basic installation of MS-Windows are recommended (English version of Windows). Use of other fonts not included in Windows can cause wrong layout / style of your presentation. Suggested fonts are Arial, Times New Roman, Tahoma.

How to submit your presentation

Please email your presentation slides to presentationapac@163.com at least 24 hours prior to your session. The file name must be in a following format: Session number-Abstract code-DDMMYY. For example, S12-1-XXXX-110718. File for special sessions, please use SS instead of S.

At the Session

Be at the room of your session at least 10 minutes before the session starts, so that you can meet your session chairs and the other speakers in advance. A LCD projector and a PC will be available in all conference rooms.

You will be warned by the chair as your time draw to a close (typically 5 minutes, 2 minutes, and stop). It is essential that you end on time so that every presenter has the opportunity to present their work.

Guidelines for poster presenters

Each poster board will be identified by a poster number. Please post your poster onto the poster board according to the poster number (Poster No.) in the Program handbook. Please remove your poster materials immediately following your session.

Prepare Your Poster

The poster board to which you will attach your poster is a white board, 250 cm high and 100 cm wide. One poster presentation will be mounted on each side of the board. Use thin, lightweight mounting materials, since heavy board is difficult to keep in place. Tapes will be provided. For the best visual effect, we recommend 120 cm high and 90 cm wide as the size of your poster

Title

Prepare a banner for the top of the poster indicating the title, author(s), and affiliation(s). Lettering on the banner should be at least 2.5 cm high.

Layout

Avoid long textual passages and use graphs and diagrams as much as possible. Details of the methodology generally should be brief (unless your poster focuses on a methodological development).

Use a large font size for your text, such as 24-point.

Arrange materials in columns rather than in rows so that viewers can move to the right as they finish reading each column.

Graphs/Illustrations

Figures should be designed to be viewed from a distance (1.5 m).

Use clear graphics.

Each figure or table should have a heading in large typeface.

Detailed information should be provided in a legend below in smaller typeface.

Figure legends should describe concisely the content of the figure and the conclusions.

Presentation

Prepare a short verbal description of your key findings.

Consider providing an abstract, handout or copies of your paper to distribute.

At least one of the authors should be present during the entire poster session.

Guidelines for chairs and discussants

Chair:

Pre-conference

At least one week before the conference, please connect with all of your presenters, including discussants.

Set the ground rules for the session: Lay out the plan for the session and specify the time to be allocated for each presenter or discussant. Be sure to reserve time for audience questions at the end. Note: sessions are just 90 minutes long. For a typical four-paper session, a benchmark schedule would be 15 minutes per paper, 15 minutes for the discussant, and 15 minutes for audience questions.

It is your responsibility to assure that all the presenters in your session to send their presentations to presentationapac@163.com at least 24 hours before the session so that the files can be loaded to an on-site PC prior to the session. Follow up with any presenter who has not sent a presentation and make a plan to get the presentation on the PC before the session begins. This saves time during the session.

At the session

Arrive early. Locate and welcome your speakers and attendees. Make sure you have the correct pronunciation of participants' names.

Start on time and end on time. It is imperative that you stop any presenter who has exceeded the allocated time. Failing to do so is unfair to the other presenters, the discussant, and the

audience. If discussion is still lively when it is time to end your session, move the conversation into the halls.

Keep to the order listed in the program. Some people come to listen to one speaker and may be disappointed if the speakers are not in the published order.

Watch the clock. Warn your speakers as their time draws to a close using written notes indicating the time remaining (typically 5 minutes, 2 minutes, and stop). Be firm.

Facilitate discussion. Audience discussion is a crucial element of every APAC session and many audience members are disappointed if they don't have the opportunity to engage the panel. As a general rule, you should be opening the floor for discussion at least 10 minutes prior to the scheduled end time.

Monitor the room. Should the projector not work, the room be too hot or too cold, or something happen to the room itself (a spill, noise intrusion, etc.), please email APAC staff at apac2018@163.com. This email will go to all onsite APA staff who will take care of your issues as soon as possible.

Discussant

Your primary role is to provide the audience with perspective and insight about the substance and significance of the papers. Discussants should briefly summarize the individual contributions in the papers and then move on to integrate them and relate them to the state of the science in the topic area addressed by the session. You can do this by highlighting key ideas, identifying key themes across the papers, posing challenging questions, and suggesting important directions for future work.

Remember that the audience has seen only the presentations, not the full papers. If you are addressing a point that was not clearly presented by the author during the session, explain the context for your remarks to the audience. Allow yourself time to do this "on the fly" as you plan your comments on the papers.

It is especially helpful to provide the authors with written feedback. Authors appreciate receiving comments and critique that is presented in an organized and thoughtful manner or a marked-up copy of their manuscript. Often papers are presented at conferences to get feedback prior to submitting for publication, and your thoughtful feedback will assist the authors in improving their work.

In presenting your discussion, stay within the allotted time. It is important for the audience to have the opportunity to ask questions. Be attentive to the chair, who is timing your comments.

Papers are of varying quality. It is appropriate to acknowledge that the papers are at different stages of progression. If you note this in a developmental way, it is encouraging to authors. When critiquing the papers, emphasize how the paper can be improved, not how it is weak.