



## Schedule and Guidelines for Oral Presentations

On behalf of the Local Organizing Committee of APDW 2015, we would like to extend our gratitude to all authors for submitting your papers for oral presentation. Below kindly find the presentation schedule and guidelines for your reference.

### General Instruction

Each Session consists of nine 10-minute oral presentations (including 7mins presentation and 3mins Q&A). The presenters are requested to stay within the allotted time. Additional questions after the allotted time may be continued during the coffee break.

### Presentation

- Presentation file submission deadline: **November 6, 2015**. Make sure to send your presentation to Ms. Anita Lin via email at [apdw2015@gisgroup.com](mailto:apdw2015@gisgroup.com) before the deadline. The subject line of your email should be: [APDW2015 Oral presentation \(Session No. + Name of the Presenter\)](#)
- Language for Presentation: English
- All oral presentations MUST be in MS PowerPoint format.
- Only PowerPoint presentation made in Microsoft Office PowerPoint 2010 or earlier versions can be accepted.
- Pictures and animation links to the Internet will NOT be accessible.
- Animations, video clips or sound embedded in the presentation file will not be guaranteed to function properly.
- To avoid time-consuming switching from one laptop to another, presenters will NOT be allowed to use their own laptops.
- Please bring a back up of your presentation either in CD or in USB drives, just in case unavoidable technical glitches occur.

### Conference Room Set-up

The meeting room is set up in classroom style seating. Each room is equipped with a standard audiovisual package that will support an electronic presentation. The package includes:

- Remote slide changer and laser pointer
- Projector/Screen
- Podium
- Basic sound system and lighting



## Speaker Ready Room

The Speaker Ready Room is in Cozy Corner (Room #106) on the 1st floor of the conference venue, which allows presenters to review your slides and to obtain any technical support you might require prior to your scheduled session. Please check-in with the Speaker Ready Room and review your presentation follow the designated schedule listed below.

Session	Time for reviewing slides
<b>Free Paper – 1</b> December 4 08:20-10:00	Review your slides at session room
<b>Free Paper – 2</b> December 4 10:30-12:10	December 4 08:20-10:00
<b>Free Paper – 3</b> December 4 15:30-17:10	December 4 10:20-12:10
<b>Free Paper – 4</b> December 5 15:30-17:10	December 5 10:20-12:10
<b>Free Paper – 5</b> December 6 08:20-10:00	December 5 13:30-15:10
<b>Free Paper – 6</b> December 6 13:30-15:10	December 6 08:20-10:00

## Before Presentation

Please arrive at your session room at least 20 minutes before the session begins. Take time to familiarize yourself with the set-up at the lectern. You will be controlling/advancing the slides during your presentation.

*If you are unable to present your paper, it is never too late to let us know. Please try to find a substitute presenter and inform the Conference Secretariat at your earliest convenience.*



## Session Procedure

- Moderator will open the session with brief introductions.
- All speakers should finish your presentation in 10 minutes (including 7mins presentation and 3mins Q&A). There are signs indicating “1 Minute” and “Time’s Up” which will be notified by the session staffs.
- Session procedure

No	Free Paper – 1 December 4 08:20-10:00	Free Paper – 2 December 4 10:30-12:10	Free Paper – 3 December 4 15:30-17:10	Free Paper – 4 December 5 15:30-17:10	Free Paper – 5 December 6 08:20-10:00	Free Paper – 6 December 6 13:30-15:10
1	#1450	#1001	#1113	#1387	#1538	#1449
2	#1442	#1480	#1391	#1794	#1854	#1583
3	#1419	#1691	#1427	#1992	#1496	#1987
4	#1630	#1066	#1971	#1587	#1142	#1268
5	#1911	#1075	#2024	#1062	#1787	#1841
6	#1872	#1595	#1156	#1870	#1867	#2021
7	#1540	#1728	#2043	#1504	#1898	#1099
8	#1731	#2023	#1973	#1764	#2073	#1370
9	#2159	#1537	#2006	#1430	#2146	#1946
10			#1558			

## Conference Secretariat

**Ms. Anita Lin**

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