

The Fourth TEPHINET Southeast Asia and Western Pacific Bi-Regional Scientific Conference

November 26-30, 2007, Taipei, Taiwan

Instructions for Oral Presentations

Each “**Oral Presentations**” session combines the presentation of 3 to 7 abstracts under one main topic. There is a total of 15 minutes allotted for each abstract, **10 minutes for the presentation, and 5 minutes for questions**. The “**Oral Presentations**” schedule will be e-mailed to the presenters by November 10th, please contact us at tephinet.biregion4@elitepco.com.tw if the notice is not received by then.

Presentation Preparation

The preferred method of presentation is **PowerPoint (PPT)**. To help your audience follow your presentation, visuals should follow these general guidelines:

- Each slide should have no more than 6 single-line bullet points.
- Fonts should be large and easy to read. We recommend that headers be written in a bold, 44 pt font size and bullet text be in a normal or italic 28 to 32 pt font size.
- Graphics should be simple and large. Anything too intricate becomes difficult for the audience to read and follow during your presentation.
- Additional text, detail, or supplemental information can be provided in your handout materials.

Presentation Submission

It is recommended that you send the PPT of your presentation to the Conference secretariat at tephinet.biregion4@elitepco.com.tw in advance and **no later than November 15th** for our preview of your file. You may still update or make revisions to your presentation afterwards and submit your finalized PPT presentation on site. The PPT should be saved on either a **USB flash disk** or a **CD-ROM** and given to the conference staff in the presentation room for file copying. *If you are bringing your presentation on a USB device, it is suggested that you also bring along the installation program for it.*

The presentation room will be equipped with a **Laptop PC** and a **LCD Projector** as the standard set. It is advised that all presenters use the laptop provided to prevent any problems in connectivity and to save time for installation.

Evaluation

Conference participants will have a chance to evaluate the oral presentations during the presentation sessions.

Posting of Presentations

Kindly be advised that all presentations made at the conference will be posted and available for downloading on the 4th TEPHINET website for those who may be interested in your study. For those who cannot make this contribution due to any confidentiality or copyright concerns, please inform the staff on-site to delete your file from the laptop accordingly.