

Speakers Guidelines for Oral Presentation (in person mode)

a. Preparation of PowerPoint Presentation

- All authors presenting their work are advised to use Microsoft PowerPoint for making the presentation with the slide size: 16:9 (widescreen) preferably.
- The presentation should be saved as “**Abstract Number_Name [ex. A001_XX XX]**”.
- Please refer to the abstract number in the attached draft of the program.

b. Uploading your PowerPoint Presentation

- Please bring your presentation file to the speakers' preparation room, the day before your presentation (for the morning session for the next day), or during the lunch break (for the afternoon session).
- Please bring your presentation file on a USB flash memory stick.
- Upload with the assistance of our colleague and check by viewing through your ppt to ensure it is OK.

c. Please submit a 100 words biography in the form provided for introducing you.

d. Oral presentation

- The duration of presentation is as follows:
 - **Keynote Speech: 30 minutes**
 - **Plenary Lecture: 25 minutes**
 - **Invited Lecture: 20 minutes**
- Each room is equipped with a PC (Window OS), a video projector, and a laser pointer.
- Presenters should be present in the session room 10 minutes earlier to meet the session Chair and check their presentations on the computer.
- All authors are required to follow a strict schedule, to allow participants to move between the sessions. Our colleagues will remind you at the LAST 3 Min and LAST 1 Min of your presentation. Please allow time for Q&A.

Speakers Guidelines for Online Oral Presentation

- Please send us a video recording of your presentation at icswhk2023@gmail.com by **20th May**.
- Online speakers can attend the conference via Zoom link provided at <https://icswhk.hkbu.edu.hk/>.
- The speakers also need to specify by **20th May** if they would like us to broadcast the recorded video or make an online presentation during the conference.
- The speakers are requested to join their session 10 minutes before through a Zoom link that will be uploaded to the Conference website (<https://icswhk.hkbu.edu.hk/>).