

Platform Schedule

The oral sessions will be conducted from the 31st May morning through the 2nd June afternoon. The program states the session to which your paper has been assigned and the day the session is scheduled.

Guidelines for Oral Presentation (in person mode)

a. Preparation of PowerPoint Presentation

- All authors presenting their work in an oral session 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 oral presentation should last no more than 15 minutes (12 minutes for presentation and 3 minutes for questions and discussion).
- The short-oral presentation should last not more than 10 minutes (8 minutes for presentation and 2 min for questions and discussion)
- Presenters should be present in the session room 10 minutes earlier to meet the session Chair and check their presentations on the computer.
- Each room is equipped with a PC (Window OS), a video projector, and a laser pointer.
- 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.

Guidelines for Online Oral Presentation

- The authors are required to follow the same format for the preparation of the presentation as stated above.
- Online oral presenters can attend the conference via Zoom link provided at <https://icswhk.hkbu.edu.hk/>.

- All authors are required to send a video recording of their presentation to the Secretariat at icswhk2023@gmail.com no later than **20th May**.
- The oral presenters 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 recording should not be more than 12 minutes for an oral presentation and 8 minutes for a short-oral presentation to facilitate questions and discussion in the remaining time.
- The authors are required to join their session 10 minutes before through a Zoom link that will be uploaded to the Conference website (<https://icswhk.hkbu.edu.hk/>).