

Guidelines for Oral Presentation

This guideline contains all the information you need to prepare for your presentation, so please read all the information carefully. Please check your oral presentation schedule, presentation order with your name and abstract title. Please note that presenters should complete their registration before [June 14, 2023](#).

Presentation

- Presenters should plan to speak for **20 minutes or less**. The last five minutes of each talk window are reserved for questions and speaker transitions.
- All presenters are asked to strictly observe their assigned presentation time.
- Presenters are requested to be in their session room at least 10minutes before the start of the session. Please report to your chair or session room staff.

Presentation file Format

- Presentations should be created using Microsoft PowerPoint or Portable Document Format (PDF).
- The recommended presentation ratio is **16:9 format**.

Audio-Visual Equipment

- The session room will be equipped with a master computer, which shall be used for all presentations.
- We do not recommend using your own laptop computer for presentation to avoid technical problems and to save time that would otherwise be needed for changing connection.

Presentation Material Submission

- Please bring your presentation file stored on USB stick and **upload it in the preview rooms** at least **3 hours before your presentation**. Presenter will be able to upload or review/update their presentation(s) in the preview room.
- If the presentations including the movies/animations, please copy all the relevant files into a folder of your own creation.
- The location and operation hours for the preview room is as follows:

Location	Date & Hours of Operation
Preview Room (2F)	08:00 ~ 17:00, July 24-28



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