

第十二屆文山國際學術研討會

The 12th Annual Wenshan International Conference

Information for presenters

To ensure the conference and your presentation run smoothly, please pay attention to the following reminders:

1. Please register at the registration desk no later than 1 hour before your scheduled session.
2. Each presentation room will be equipped with a laptop computer (with Windows 7 or 8, and Office 2010 or 2013), a PowerPoint projector, a wireless media presenter, a laser pointer and microphones. Wireless internet connection will also be available.
3. You are kindly asked to arrive early to give your presentation file to the staff, who will preload your presentation onto the laptop in your room. The staff will be collecting presentation files at the following times before each session:
 - (1) 10:20 –10:40 Presentations for session I
 - (2) 11:40 –11:50 Presentations for session II
 - (3) 14:10 –14:30 Presentations for session III
 - (4) 16:00 –16:20 Presentations for session IV
4. To avoid the uploading traffic between sessions, once your presentation is uploaded, please do not make further changes.
5. To prevent technical problems when playing your presentation on the conference laptop, these are points to note for preparing your slides:
 - (1) Each picture should not exceed 500KB in size.
 - (2) Avoid inserting audio/video files onto your slides. Instead, save the files at the desktop and play them from there using Windows Media Player.
 - (3) Avoid going directly to a Web site while playing your presentation. Instead, pause your presentation, open IE or Chrome, and go to the Web site.
6. If you are using a MAC computer, please bring your own VGA connector.

Thank you for your help and cooperation.