

## Higher Education Forum (HEF)- Conference Presentation Guide

### **Oral Presentation**

#### ***Equipment provided by the conference organizer:***

- ✓ Laptop Computer (MS Windows Operating System with MS PowerPoint & Adobe Acrobat Reader)
- ✓ Projectors & Screen

#### ***Materials prepared by the presenters:***

- ✓ PowerPoint or PDF files

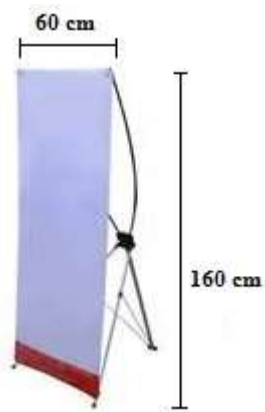
#### ***Duration of each presentation:***

- Oral session: 12 minutes of presentation and 1-3 minutes of Q & A
- Please check your presentation time and room in the conference program.
- Please arrive at the room 10 minutes earlier and report to the session chair.

### **Poster Presentation**

#### ***Materials provided by the conference organizer:***

- ✓ X racks & base fabric canvases (as the figure below)
- ✓ Tapes or binder clips



#### ***Materials prepared by the presenters:***

- ✓ Printed one-piece poster, smaller than 60cm×160cm

#### ***Poster format:***

- Material: not specific
- Size: smaller than 60cm×160cm (as the figure above)
- Content & layout: demonstration of the presenter's paper