

INSTRUCTIONS FOR ORAL PRESENTATION

All oral presentations will be conducted on the 22nd floor of Centara Grand & Bangkok Convention Centre at CentralWorld. There will be three main halls for the presentation: (1) Hall A, (2) Hall B, and (3) Hall C. Discussion for the 5-minute and 15-minute oral presentations will not be in the presentation room but will be conducted at the Exhibition Zone right after the end of each session at the assigned Digital Kiosk for each presentation. There will be no online presentation.



All session halls are equipped with standard PowerPoint presentation facilities. Your presentation file must be submitted to the staff at the “Presenters’ Ready Room” (located in the “Secretariat Office 1”) at least 3 hours before the beginning of your session. The staff will be available in every session hall to provide help when needed. Due to the time limit for each presentation, all presenters are requested to use the provided PC onsite. Please be present in the session room 15 minutes prior to the start of your session and follow the instructions from the Session Chairperson and/or staff.

PowerPoint instructions

- Please use Microsoft PowerPoint* (*.ppt) or (*.pptx), or Adobe Acrobat Reader (.pdf) to guarantee they can be operated successfully on an on-site PC.
- Please save your PowerPoint presentation using PPT(X) format instead of PPS.
- Please check the quality of your presentations in advance (at least 3 hours before your session starts).
- Please prepare your presentation in 16:9 format (screens are in 16:9 aspect).

Pictures / Videos

- JPG images are the preferred file format for inserted images.
- In case you have any videos in your presentation, please test your presentation with the on-site PC several hours before your presentation.



16th International Congress on the Chemistry of Cement

Bangkok Thailand September 18-22, 2023

Fonts

- Only fonts that are included in the basic installation of MS-Windows will be available (English version of Windows). Use of other fonts not included in Windows can cause the wrong layout / style of your presentation.

How to save your presentation

- Please save your presentation in an external portable hard drive or USB flash disc.
- Save all files associated with your presentation (PowerPoint file, movie/video files, etc.) to one folder/location by using your “Paper ID” such as folder “PI0099”.
- In case you are presenting more than one presentation during the event, save different presentations to different folders and name them clearly with the paper IDs to avoid problems.

How to submit your presentation on-site (at the Venue)

- Please come to the Presenters’ Ready Room at least 3 hours before the beginning of your session. In case your presentation has been scheduled for the morning session, please come to the Presenters’ Ready Room one day before the day of your presentation.

Opening hours of the Presenters’ Ready Room

Sunday, September 17, 2023	13:00-16:00	Wednesday, September 20, 2023	07:30-16:00
Monday, September 18, 2023	07:30-17:30	Thursday, September 21, 2023	07:30-17:30
Tuesday, September 19, 2023	07:30-17:30	Friday, September 22, 2023	07:30-11:30

Presenters’ Ready Room is located in the “Secretariat Office 1”.

AV Equipment in each hall

- Screens (ratio 16:9)
- Remote control and laser pointer
- PC (will be put on the lectern)
- Sound system
- Microphones

Discussion follows after the end of session

- All discussion after the end of each session will be carried out for 30 minutes mainly at the assigned 49-inch Digital Kiosks located in the Exhibition Zone and Poster presentation zone.
- Each presenter must be present at the assigned 49-inch Digital Kiosks after the end of session and display their “poster” for further discussion.



(Note: All participants can use the Digital Kiosks to look at posters/papers and for discussion during spare time.)

Other information

- During the presentation, each presenter will use a remote control with laser pointer for controlling the presentation.
- Your own notebook will not be allowed to be used for presentation.
- All presentations will be deleted from all PCs used during the event.
- Each presenter must be on time and strictly follow the time of the presentation. The microphone will be muted after the time is over and the presenter will be instructed to end the presentation.