

# Guidelines For Oral Presentation

This document provides guidance for your presentation preparation for the WCF 2009 from May 5~8, 2009 at COEX, Seoul.

**Please complete the online registration by April 10, 2009 if you have not done so.**

## Language

All presentation should be made in English only.

## Presentation Materials

\* **Microsoft POWERPOINT 2003** is recommended for presentation file(s). For other versions, please be sure to check your presentation file(s) in the Preview Room at COEX, Korea.

\* **Speakers using movie clips for their presentation should let the WCF 2009 Secretariat know in advance via email. AVIs or MPEGs are recommended for movie files.**

## Pre-Uploading to Webhard

Presentation materials can be submitted at any time before or at the WCF 2009 upon check-in.

Please upload your final presentation materials **by April 30**.

### How to upload your presentation materials

- ① Click on WEBHARD website (<http://meci.webhard.co.kr>).
- ② For English, click **English** on the right upper corner of the front page.
- ③ Log in with ID: **WCF2009** and PW: **2009**
- ④ Click on **'Upload\_Only'** folder and find folder **'Presentation Material\_Sessions'**. Type in the password (**2009**) and upload your presentation files.

**Please save your presentation file with your presentation No. and last name.**

**(ex. S0-000-000\_ Lee.doc)**

※ The files you are uploading are only viewed by the WCF 2009 Secretariat.

## Onsite Uploading in the Preview Room

All presenters are required to bring their presentation file(s) in MS PowerPoint or movie file(s) on USB or on CD to the Preview Room.

**All presenters must check-in at the Preview Room at least 12 hours before their presentation to upload and check the presentation materials. In particular, movie clips should be checked in advance in the Preview Room.** Our staff will be available to assist you.

### **Preview Room Information**

Date	Opening Hours	Place
May 4	13:00 ~ 17:00	Rm. 203A, ASEM Hall
May 5	08:00 ~ 17:00	
May 6 ~ 7	08:00 ~ 17:00	Rm. 317, Conference Center
May 8	08:00 ~ 12:00	

### **Equipment in the Session Room**

#### **The standard session room setup includes the following:**

- Podium
- Beam Projector connected with Window XP Computer  
(No slide projectors or overhead projectors will be available)
- One Projection Screen
- ※ If you need any audio equipment, please contact the secretariat via email no later than April 30.
- ※ If you are using your own laptop or Macintosh, please let the secretariat know via email no later than April 30.  
(We do not recommend a personal laptop to avoid compatibility issues.)

### **Presentation in the Session Room**

Please arrive at the session room 20 minutes prior to your scheduled session. Presenters must first confirm their CV with the session chair. Please wait until your chair introduces you to the audience before beginning the session.

**Presentation time may be consulted with the chair to adjust the time allocation.**

### **Secretariat Contact Information**

If you have any inquiries regarding the session or are unable to attend due to unforeseen circumstances, please contact Ms. Alicia Kim at [paper@wcf2009.org](mailto:paper@wcf2009.org).