

Presenter Guide – Oral

1. Prepare Your Presentation

Length of presentation is in accordance with the actual presentation schedules in Final Program.

2. Upload your presentation

Each meeting room would be equipped with a laser pointer, Windows-based PC, projector and screen. Please bring your presentation files in thumb (USB) drives. For MAC users, we suggest that you convert your presentation file into PDF file. Please upload your presentation file before the session starts and test that the file works properly. Ask for ISGNSS staff's assistance if you have problem to make the file work smoothly.

3. Give your presentation

Your presentation time includes a presentation, discussion and changeover to the next speaker and session chairs will control time to match the program schedule.

Presenter Guide – Poster

Poster presentations will be held in Room V on 1F. Poster boards are assigned and marked with your Poster Number listed in Final Program. Please feel free to ask for assistance at the Information Desk.

1. **Prepare Your Poster:** A poster panel (900mm wide x 1500mm high) is provided for each presenter. A0 size is preferred for posters, measuring 841mm width x 1189mm height maximum.

2. Put Up Your Poster

- Posters should be put up by 13:30 on Monday December 5, 2016.
- Presenter attendance is required to stand nearby his/her poster during 16:00 to 17:00 on Monday December 5, 2016.
- Adhesive tapes and scissors are available at the Information Desk. Ask ISGNSS staff if you need specific help for posters.

3. Remove Your Poster

- Posters have to be removed before the closing ceremony (13:30 on Wednesday December 7, 2016). Any posters remaining on the board after that time may be discarded by ISGNSS staff. ISGNSS is not be responsible for keeping these posters.