

Recommendation for the on-site presenters



Instruction for participating in the conference

1. Presenters must register upon arrival at the conference.
2. Presenters should arrive at your session's conference room at least 15 mins before the session starts.
3. To prevent the spread of COVID-19, please wearing face masks at all times, maintaining a physical distance (2 Metres), and wash or sanitize your hands frequently.
4. Hand sanitizers are provided at the main entrance to the LRC building, meeting rooms, and restrooms.
5. Thermal guns are provided to staff for checking the body temperatures at the main entrances.

Guidance for oral presentation

1. Each oral presentation has an allocation of 15 minutes (10-12 minutes talk plus 3-5 minutes for Q&As)
2. During the session, the on-site action moderator will indicate the time according to the following schedule:
 - **The first bell**.....12 minutes into the talk
 - Room assistant show the "end of the talk" card
 - On-site in action moderator will ring the bell once
 - **The second bell**.....15 minutes into the talk
 - Room assistant show the "end of the session" card
 - On-site in action moderator will ring the bell twice
 - All presentations will be stopped when the allocation of 15 minutes is up even if the presenter has not finished.
3. Please ensure that you finish your talk promptly when the first bell rings / the "end of the talk" card is shown. This will allow for sufficient time for questions and ensure that session will keep the schedule on track.
4. The session moderator will coordinate transitions between presentations to keep the session on time. However, the session moderator is flexible if technical problems occur.

Guidance for poster presentation

1. Poster presenters will display their posters throughout the conference and present Poster Session on Monday, January 11 from 15.30 – 17.00 and remove at the end of the conference on the evening of January 12, 2021.
2. Poster presenters should arrive at the poster session location with strictly precautionary and preventive measures of the PSU.
3. All presenters are required to wear a face mask during the meeting and maintain a physical distance (2 Metres) and wash or sanitize their hands frequently.