

Higher Education Forum (HEF)-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

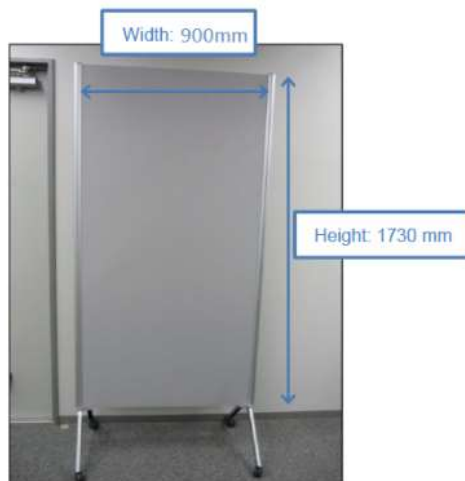
Duration of each presentation:

- 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:

- Poster racks as the figure below
- Thumbtacks/ push pins



Materials prepared by the presenters:

- Printed one-piece poster, smaller than 90cm×173cm

Poster format:

- Material: not specific
- Size: smaller than 90cm×173cm (as the figure above)
- Content & layout: demonstration of the presenter's paper