



## General Information

### Badge Distribution

Participants are kindly reminded to wear name badges at all times while in the conference area.

Access will be prohibited to the coffee break, lunch, and banquet without presenting a name badge.

### Presentation Instructions

#### *§Oral presentations*

The official language of the Symposium is English. Each oral presentation is allocated 20 minutes, of these the last 5 minutes shall be used for questions, discussion and change over.

Presenters should be in the session room 20 minutes before the session begins to meet with the session chair, who should be near the stage/lectern. Presentations shall be uploaded to the ICHE2016 computer in the presentation room during the break before the session. Presenters are advised when uploading their presentation to check if formulas/animations are shown correctly. An author preparation area equipped with computers will be available for the authors to check their presentations. If presenters wish to practice setting up the slides or pre-load them onto the provided computer, this has to be done before the session begins.

Each presentation room is equipped with one computer/video projector, a microphone, a lectern, and a pointing device. The software installed on the computer includes:

- Windows 7
- MS Office 2010 professional (Power point, Word)
- Adobe Acrobat Reader X
- Internet Explorer 8

Use of standard True Type fonts is suggested for PowerPoint presentations. In the case PowerPoint contains videos, please ensure that both files (Power Point and video-MPG AVI) are in the same folder.

As baseline, presentations from personal laptops are not allowed, to ensure a smooth programme running and to minimise transition time between presentations. The possibility to present from PCs other than the session room PC is not foreseen.



### ***§Poster Presentations***

For each paper accepted within a poster session, one poster board in portrait format is reserved with a dimension of 90 cm (width) x 150 cm (height).

Poster shall be on display during the day dedicated to the specific poster session.

Authors are invited to be on stand-by near their posters during the session breaks and must be near their poster during the dedicated poster session at 11:20~12:20 on November 9. Please prepare a short presentation that you can periodically give those assembled around your poster throughout the 1 hour poster session.

### ***§ Exhibition at ICHE 2016***

Exhibiting Locations are at room B202 of Shangri-La's Far Eastern Plaza Hotel.

Exhibiting period: 2016 November 7 to November 9.

Perpetration: 2016 November 7, 10:00-12:00.

Exhibition Open: 2016 November 7, 12: 00

Remove: 2016 November 9 12:00-17:00.