

Instruction for Oral Presentation

1. Each Oral Presentation is limited to 20 mins, inclusive of the Q & A. Kindly allow for 2-3 mins for the Q & A. The Chairs of the sessions will be keeping to the time strictly. They will sound the bell once when the 18 mins have passed. You should make a suitable conclusion to your presentation by then.
2. Presentation should preferably be done using Powerpoint. A laptop with LCD projector will be made available for all sessions.
3. To minimise technical difficulties, we request all presenters to save their presentation to a CD, Zip Disk or USB storage device in a format that can be read by Powerpoint on a Window-based PC.
4. Presenters should transfer their files to the laptops as early as possible. Preferable times for presenters to load in their files are during refreshments and lunch. A student assistant will be available to assist the authors.
5. Presenters are requested to complete a “Speaker Information Form” available at the registration counter and submit it to the Session Chairs at the beginning of the session.

Thank you.

Organizing Committee

Japan – Singapore Joint Symposium on Nanoscience and Nanotechnology

**Japan-Singapore Symposium on Nanoscience and Nanotechnology, 1-4 November
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