

GUIDELINES FOR SESSION CHAIR, INVITED SPEAKER, ORAL PRESENTER

- Please **MUST** comply with the lecture time policy, the session room staff will **blackout the screen and turn off the microphone when the time is up.** (Please **Download** the daily program for your reference.)
- Please provide and test your presentation slides at least **1 hour before** your presentation session at the Preview Room (203 A, TICC / Room 4, TWTC).
- Please arrive at your session room **at least 20 minutes before** your session starts to meet the chair and re-confirm your presentation slides.
- The meeting staff will be present at session room to provide any relevant assistance.
- The session room will be equipped with one laptop (installed with Windows 7, Microsoft PowerPoint 2010) and a LCD projector. **It is highly encouraged that all speakers use the provided laptop** to prevent the connection problems and save the installation time.
- If you plan to use your own laptop, please bring any necessary electrical adaptors and connectors for your laptop. We **DO NOT** provide any of them.
- Please prepare a backup copy in the USB drive or CD-ROM for your video clips.
- The certificate for oral presentation will be given after the presentation is complete.
- **For IYIA & Case Competition:**
 - IYIA Winner Award: USD1,000
 - Case Competition Award: USD400 for 1st place; USD300 for 2nd place; USD200 for 3rd place. (Session 4 & 13)
 - Case Competition Award: USD400 for 1st place; USD300 for 2nd place. (Session 5 & 6)
 - All the award will be under the Taiwan Government Income Tax Policy. (20% of total amount will be deducted as income tax for overseas recipient)
 - To collect the award, please go to the registration desk during the opening hour and all the award recipients will be required to present the documents (Passport for overseas and ID card for domestic participants) for receiving the award.

Preview Room Service Hours

Date	Service Hours	Location
Thursday, May 17	-	203 A, TICC / Room 4, TWTC
Friday, May 18	07:30-17:00	
Saturday, May 19	07:30-17:00	
Sunday, May 20	08:00-09:30	

**Service hours may be subject to change slightly upon final arrangement.*