



April 5 (Wed)

Registration and Oral PPT upload Deadline

1. ORAL PRESENTATION

► **Location:** RM 4 (Walker Hall 2), Level 1

► **Oral Presentation Schedule:** Please check your session on [My Page] on the GBC website

No.	Session	Date	Time	Allocated Time per presenter
1	Oral Presentation 1	April 27 (Thu)	09:00-10:15	6 min Presentation + 2 min Q&A
2	Oral Presentation 2	April 27 (Thu)	10:30-11:45	
3	Oral Presentation 3	April 27 (Thu)	15:00-16:15	
4	Oral Presentation 4	April 27 (Thu)	16:30-17:45	
5	Oral Presentation 5	April 28 (Fri)	10:30-11:45	

* Make sure your presentation does not exceed the allocated time: **6 min**

* Allocated No. of presenters per each session: **9 presenters**

2. BEST PRESENTATION AWARD & WINNER NOMINATION PROCESS

- All Oral Presenters are candidates for the **Best Presentation Award**
- You will be judged during your oral presentation by the GBC Scientific Committee and moderators.
- If you are selected as a Best Presentation Award winner, **you will be informed on April 28 (Fri), afternoon.**
- **All award winners have to attend the award ceremony "in-person"**
- The award ceremony is scheduled on the **12:00-12:30, April 29 (Sat)**, along with the **closing ceremony.**

3. PREPARING YOUR PRESENTATION

► Follow the instructions of the oral ppt presentation submission below:

- **Format:** Microsoft Office PowerPoint (.ppt), (.pptx)

(Keynote is also available, but you have to bring your own Mac to present on-site)

- **Language:** English

- **Screen Ratio:** 16:9 (We highly recommend to use the GBC Template)

- **Font:** Use default font provided by MS Office such as Arial, Calibri, etc. in order to avoid any potential problems

- **Video & Audio Files:** If you have videos or audio files in the presentation, please embed them and also bring files on USB memory stick or send it to your email as a backup copy.

4. PRESENTATION FILE SUBMISSION

- Please submit your Presentation File on [My Page] of the GBC website: **[My Page]-[Abstract]- [Upload PPT]**
- After the due date, we will close the web storage; you can submit your presentation file in the Speaker's Lounge (Preview Room)
- After your session, your slides will be uploaded on the GBC Website upon your agreement.

5. CHECK-IN AT THE PREVIEW ROOM

► **Speaker's Lounge & Preview Room:** Ida 1 & 2, B1F

► **Operating Hours:** April 27 (Thu) 07:30-19:00

April 28 (Fri) 07:30-19:00

► **All presenters are requested to preview the presentation in the Speaker's Lounge** (Preview Room) to make sure all elements on their PPT are appearing and working properly.

- The computers in the session rooms are the same as the computers in the Preview Room.

Therefore, IF THE PRESENTATION DOES NOT PLAY PROPERLY IN THE PREVIEW ROOM, IT WILL NOT PLAY PROPERLY IN THE SESSION ROOM.

- Be sure to bring a backup copy of your presentation with you to the meeting. If you plan to upload files on-site, bring two copies. USB/Flash Drives are preferred.

- All computers will be Window 10 based PCs with Microsoft Office PowerPoint 2019. Please note that internet access will not be available during your presentation.

- **Mac & Apple Keynote:** If you are planning to use Apple Keynote, it is **compulsory to bring your own Mac.**

- **Laptop Users:** If you are planning to use Apple Keynote, MAC or bring your own laptop, please bring the adapter with you. You will need to visit Preview Room **an hour ahead** of the presentation.