Presentation Guidelines

APCOT 2018 attaches much importance to the presentation quality of the speakers. Please take some time to read the guidelines below to ensure your presentation is successful.

1. Please arrive at the Lecture Theatre **10 minutes** before your session begins and report to the session chairs. We recommend that you will copy your PPT slides to the PC desktop in each Lecture Theater within this time.

2. All Lecture Theatres will be equipped with a computer, a video projector, a microphone and a pointing device. Each computer will have Microsoft Office and Adobe Acrobat Reader installed. You may also use your own computer for your presentation. We will provide the cables of VGA and HDMI ports. You need to bring your own converter if you will use other ports. Please contact the helpers on-site for the connection.
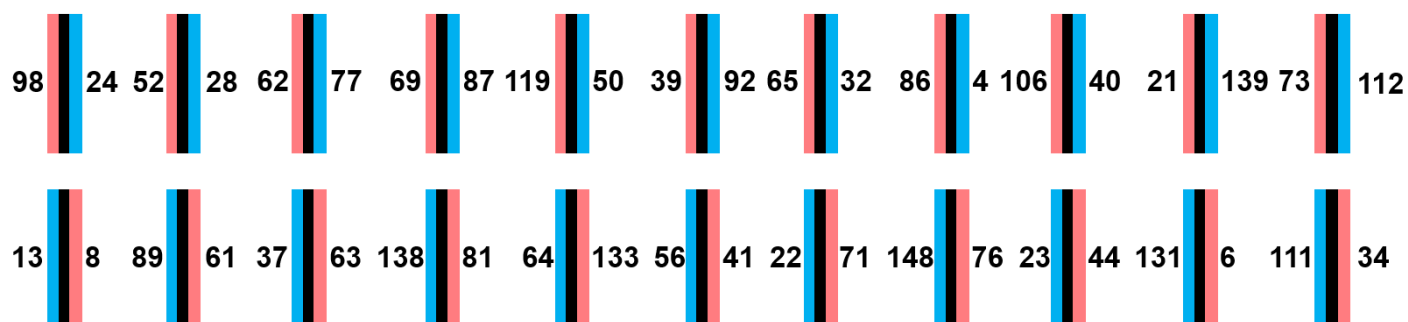
3. The time for each presentation is 15 minutes. We recommend that you will take about 12 minutes for your oral presentation and leave around 3 mins of Q&A.

4. Ten minutes after the oral presentation starts, helpers will alert the presenter and the session chair by raising the "2 mins left" card. Three minutes before the end of the prestation, helpers will raise the "Time's Up" card. At this point, please stop the presentation. Then the session chair will invite questions from the floor. At the end of the Q&A session, helpers will raise the "Time's Up" card again. Session chair should give no more than 30 seconds for the presenter to finish the sentence and move on to the next presentation/event.

5. **Lecture Theatre H** has been arranged as the speakers' room. The presenters could use this room for the preparation and testing of their slides, as well as the practice of their oral presentations.

6. Poster session will be held outside Lecture Theatre J. As the iCAN 2018 and APCOT 2018 sharing the same display boards, **please understand that the time for setting up the posters can only from 10:30am June 25.**

APCOT 2018
Poster Presentation Floor Plan

98 24 52 28 62 77 69 87 119 50 39 92 65 32 86 4 106 40 21 139 73 112

13 8 89 61 37 63 138 81 64 133 56 41 22 71 148 76 23 44 131 6 111 34

LTJ

Display Board **Poster Session I** **Poster Session II**

APCOT 2018 Free Shuttle Bus between
Crowne Plaza Hotel/Holiday Inn Express and HKUST

Date	Time	Direction
24 June	8:00pm	HKUST to Crowne Plaza Hotel
25 June	8:00am	Crowne Plaza Hotel to HKUST
	6:15pm	HKUST to Crowne Plaza Hotel
26 June	8:30am	Crowne Plaza Hotel to HKUST
	6:15pm	HKUST to Crowne Plaza Hotel, for the banquet at 6:30pm~9:00pm
27 June	8:30am	Crowne Plaza Hotel to HKUST
	12:30pm	HKUST to Crowne Plaza Hotel

Wi-Fi Service at HKUST

1. Wi-Fi.HK via HKUST (SSID = Wi-Fi.HK via HKUST)
This service is a collaboration with Hong Kong Government to promote the common Wi-Fi brand. Visitors can surf the Internet in public areas of HKUST campus. The service is free of charge and does not require any registration. In order to use this service, the users must agree to HKUST's Acceptable Usage Policy.
2. eduroam Wi-Fi (SSID = eduroam)
Education Roaming (eduroam) is an international wireless service, which uses IEEE 802.1X technology to provide free, easy, and flexible Wi-Fi access among education institutions around the world.