

GUIDELINE FOR PRESENTER

Oral Presentations

- **Load and TEST presentation files in advance:**
Presenting authors should upload and test presentation files in the PIERS OFFICE no later than 12 hours before the scheduled talk. Presenters are not allowed to detach the session computer and attach their own notebook/laptop to the LCD projector in session rooms.
- **Presentation files format:**
PDFs and Powerpoint files are recommended. Movies or animations in MPEG, Windows Media, etc, should be tested in PIERS computer in PIERS OFFICE no later than half day before the session. Presentation files in USB disk, CD-ROM, DVD are acceptable by PIERS Computer.
- **Report to Session Chair:**
Presenters are required to report to their session chairs at least 10 minutes prior to the start of their session.
- **20 mins time limit:**
Each oral presentation, including questions and answers, should be less than 20 minutes.
- **DO NOT change presentation sequence:**
Session Chair, please be present in the session room at least 15 minutes before the start of the session and must strictly observe the starting time and time limit of each talk and refrain from changing paper presentation sequence.

Presenters choosing to use overhead projectors with transparencies, please inform PIERS OFFICE to prepare in advance.

Poster Presentations

One panel (about 100(W) x 200(H) cm) will be available for each poster.

Poster Session 1 will be held from 9:00 to 16:00 on Tuesday, March 23, 2010, Poster Session 2 will be held from 9:00 to 16:00 on Wednesday, March 24, 2010, and Poster Session 3 will be held from 9:00 to 16:00 on Thursday, March 25, 2010. All presenters are required to mount their papers at the beginning of the session and remove them at the end of their sessions.

Presenters should indicate time slots of their presence on the panel and be present for interactive questions within the posted time slots. All presenters are suggested to be present during 10:00–10:20 and 15:00–15:20.

ACCOMMODATION

Participants are responsible for making their own housing arrangements. The PIERS Host Hotel is Jianguo Hotel Xi'an. Online Reservation is available. Please visit PIERS 2010 website for detailed information. The information below is provided for your convenience.

Jianguo Hotel

<http://www.hotelxianjianguo.com/>
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