

PRESENTATION GUIDELINES

Oral Presentation Guidelines:

1. Presenter living in Thailand

- Oral speakers attend the conference and present live to an audience.

2. Presenter living outside Thailand

- Oral speakers present live to an audience via the online platform provided by the ABB conference

Time allocation for each presentation:

- 20 minutes in total
(15 minutes for presentation and 5 minutes for Q and A)

Preparing your oral presentation

- All slides formatted for easy understanding of the information on each slide
- Explanations for each graph, picture, and table
- Media file(s) embedded in your primary presentation as a slide
- We accept PowerPoint for Windows. In PowerPoint, save your file as a .pptx. Do not use .ppt, .pps, or other formats, as this will affect your file's ability to open correctly.

Presentation

1. Presenter living in Thailand

All in-person presentations are handled by our onsite presentation management system. All presenters must upload their slide presentation. There will not be an option to use your own device. Should you require assistance with uploading or presenting, technicians will be available at the Speaker Ready Desk. Always bring a back-up copy of your slide presentation files with you to your session onsite.

There are two options to upload your slide presentation:

1.1 Upload in advance

PPT file submission with papercode-presenter last name as the file name via e-mail: conference.abb@gmail.com **by 14 September 2022 (before 3 pm Thailand local time)**

1.2 Upload onsite

Bring your USB device to the Speaker Ready Desk at least 30 mins before your session begins

2. Presenter living outside Thailand

- Submit PDF file with papercode-presenter lastname as the file name via e-mail: conference.abb@gmail.com **by 14 September 2022 (before 3 pm Thailand local time)**
- Enter the online meeting room at least 15 minutes prior to the beginning of your session
- Use function “CHAT” to inform the online meeting host of your session that you have arrived
- The host will notify you when it is time to present
- Please share your PPT presentation by yourself and make it full screen (Option: In case there is any problem for sharing presentation file, the host of online meeting will share the PDF file presentation for the presenter)

Certificate:

- Certifications will be issued by the Organizing Committee. All oral presenters will receive the certificates.

Award:

- Kindly noted that the conference will present the award for the best oral presentation of each session.