



17th IUAPPA World Clean Air Congress and 9th CAA Better Air Quality Conference

29 August – 2 September 2016 | Busan, South Korea

Guidelines for Oral Presentations

Upload your presentation prior

Electronic files in either PowerPoint or PDF format must be submitted online or in the Presentation Preparation Room, Presentations may only be given as PowerPoint or PDF presentations. No other audio-visual medium (e.g., slide, video, or overhead) or software is allowed. All presentations must run on the Windows operating system.

The Oral Presentation Upload site is available at the following

URL: <http://www.wcac2016.org/member/login.php>

Please login with ID and password that you created when you submitted abstract and made a registration. Once you log on the account and click the title of abstract matched with your presentation file, you can upload it. Name your presentation file with weekday_your session room number_first two words of Title_ author's last name.

e.g., Monday_101_A Study_Lee.

The deadline to upload your presentation prior to the meeting is **Friday, 26 August at 5:00PM Korean Local Time**. After that time all updates must be made onsite in the Presentation Preparation Room.

If you bring your presentation on a USB Drive to the Presentation Preparation Room, the drive should be PC Formatted

Please note that Internet Access is not provided on the presentation computers in the Oral Session meeting rooms and all presentation content must run from the local machine

Presentation Preparation Room

BEXCO Convention Center, Room 207

www.cleanairforcities.org
www.wcac2016.org www.baq2016.org

Organized by:



All speakers are required to check into the on-site Presentation Preparation Room at least 24 hours before their presentation. If you are attending the convention only for the day of your session, you should still come to the Presentation Preparation Room as early as possible.

Please make every effort to finalize your presentation for morning sessions by 1700 the day before and for afternoon sessions by 1130 that day.

When the presentation is to be given, the file will be loaded on the computer in the oral session room. At the end of the meeting, all files will be destroyed.

Important Reminder: Personal laptops **CANNOT** be used in meeting rooms while giving your oral presentation.

Presentation Tips

- Be considerate of other speakers and the audience by staying within your allotted time. Remember your presentation is limited to 15 minutes including for questions.



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Guidelines for Poster Panel Presentations

Summary

- Poster panel size: 1.00m (W) x 2.4m (H)
- Recommended poster size: A0 - 841mm x 1190mm portrait
- Poster contents must be readable 1.00m away from the panel
- Poster Set up: Tuesday, 30 August 2016/ 13:00-18:00
- Poster Tear down: Friday, 2 September 2016/ 12:00-19:00
- Adhesive tapes will NOT be provided

1. How much space do I have for the posters?

The size of the poster panel is 1.0m (W) x 2.4m (H). Each comes with a light to ensure that the poster can be easily read. Each poster panel will be numbered and will be on a first come first served basis. Only one side of the panel can be used. Adhesive tapes will **NOT** be provided for sticking your posters to the panel so please bring your own double sided tapes.

2. Make certain that you reach the audience with your poster.

The recommended size of the poster is A0 - 841mm x 1190mm portrait. Authors are encouraged to design their own posters, making use of the display panel allocated. The contents of the poster display must be easily read from a distance of 1.00m from the panel.

3. How else may I lay out the poster?

The following examples are acceptable:

- ✓ Main points are converted into six pages A-3 size paper for display.
- ✓ Main points are highlighted into two posters of A-2 size for display.

Please note that the direct display of the A-4 or letter size printout of the paper is not acceptable.

4. May I submit a full paper regarding my poster?

Not required.

5. Call time for Poster set-up

The setting-up of posters is scheduled on **30 August 2016** at 13:00-18:00hrs, at Room 201-204 of the Convention Hall, BEXCO. See below floor plan.

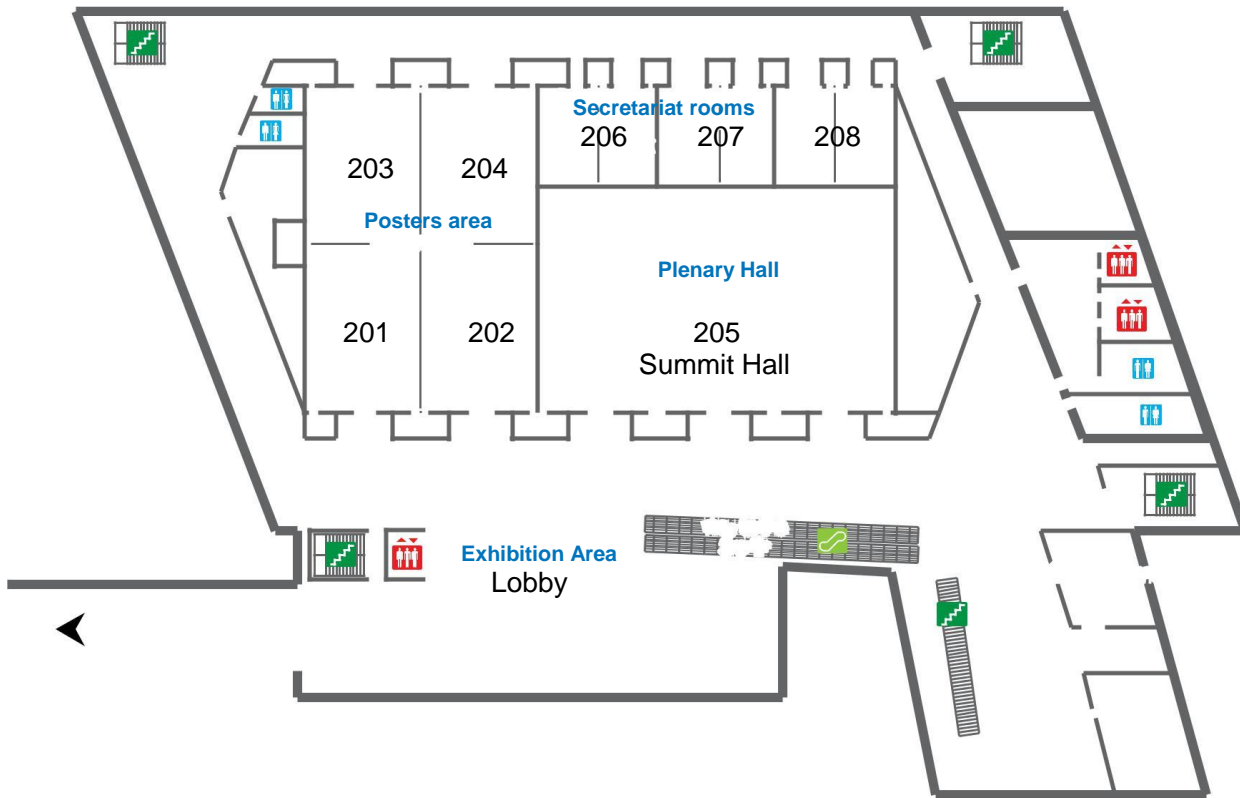
6. Poster presentation

You can present your poster to other participants during every coffee breaks; and as scheduled in the program on **Wed, 31st Aug at 4:30pm - 6pm (Poster session 1), and Thu, 1st Sep at 3.30pm – 5pm (Poster session 2).**

7. Copyright

By presenting a poster in WCAC/BAQ 2016, the Conference Organizing Committee assumes the right to use images (with reference to the author) in future activities.

ANNEX A: DRAFT FLOOR PLAN, CONVENTION HALL, 2nd Floor



Disclaimer: Organizers of the conference are not responsible for the content and accuracy of the information provided by poster presenters.

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