



IUPAC-2015 *Busan*

48th General Assembly August 6-13, 2015
45th World Chemistry Congress August 9-14, 2015
BEXCO, Busan, Korea
www.iupac2015.org



Guideline for Session Speakers

Greetings from IUPAC-2015 Busan!

The Secretariat of the IUPAC-2015 would like to express our sincere appreciation for your participation as one of our distinguished speakers at the congress. In order to help your participation and presentation go more smoothly, we would like to provide you with some useful information as follows:

1. Presenting Time

- All presentations must be in English. The allotted presentation time includes the Q&A time. Please visit the official website (www.iupac2015.org) and confirm your presenting time on the 'Program Overview' page.
- 'Reserved Seats' will be prepared for speakers in the front row of the session room. Please come to the session room 15 minutes before your session begins.
- Overruns will not be allowed as they penalize other speakers. Chairpersons may give instructions to finish a presentation within the allotted presentation time.

2. Presentation Materials

- Scientific Session speakers should prepare their presentation file(s) in MS Power Point (MS Office 2007 or 2010).
- You can use any font provided by MS Office. If you use fonts other than standard Windows fonts, please bring the font file(s) on site along with the presentation file(s).
- If your presentation file(s) contain(s) video clips or sound, please bring them to ensure that they work properly.
- Please bring your MS PowerPoint presentation file(s) with you on a USB memory stick. Make sure to upload your presentation file(s) on the laptop on the podium of the session room at least 10 minutes before your session starts, and check that your presentation file(s) appear(s) properly. A technician will be ready to assist you with checking your presentation file(s).

※ If you need to revise or preview your presentation file(s), please visit the Internet Lounge located in Hall 105 on the 1st floor of the Convention Hall.

3. Prior Meeting

- Speakers are highly recommended to meet their chairpersons in the session room in advance and take a seat in the Reserved Seat area for speakers in the first row at least 15 minutes before their session begins.

4. Audio Visual Equipment

- All presenters should only use venue facilities. Each session room will be equipped with the following:

☞ Laptop running MS-Office PowerPoint 2010 operated in Windows 7, equipped with compact disk reader (CD & DVD) and USB drive.

*The laptop computers in the Internet Lounge also come with the same specifications as above.

☞ Smart pointer, mouse, and keyboard.

☞ Beam projector (RGB Port) and Screen.

- To avoid frequently occurring technical problems during the presentation, we do not recommend to bring your own computer (especially Macintosh laptop) unless your presentation requires it for special software and/or hardware. If it is unavoidable that you use your own laptop, you should bring all the necessary adaptors that are compatible with our beam projector (RGB port). To ensure the compatibility, you MUST check it at the session room 30 minutes before the session begins.

5. Technical Equipment on Stage



- A monitor, a keyboard and a mouse will be set up at the podium. The speakers can operate each slide from the podium using the mouse and the keyboard as they speak.

- A smart pointer is also available to go back and forth in your slides.

- A microphone will be arranged at the podium.

Should you have any inquiries, please feel free to contact the IUPAC-2015 Secretariat. Thank you.

Contact Person – Sam Ryu (Mr.)

IUPAC-2015 Secretariat

Tel: +82-70-4603-1252 Fax: +82-2-521-8683 Email: sci_iupac2015@insession.co.kr
4Fl., 10, Yeoksam-ro 7-gil, Gangnam-gu, Seoul 135-936, Korea