

Oral Presentation Guidelines

1. The session chair will have your paper title, name and affiliation to use for your introduction. Please assist the session chair with the correct pronunciation of your name.
2. Since we have a tight schedule, all presentation files need to be loaded to the computer provided by the conference organizers before the session starts. Use of your own computer is not allowed.
3. Please email your PPT presentation file to ponpon.ee12@nycu.edu.tw by **June 17** with the file name that contains the session code, abstract number, and last name of presenter, e.g. "OR1-1A_0111_Presenter.pptx". Please use the following Subject in your email, "APCOT 2026 presentation submission: [insert your presentation file name here]".
4. You are required to be present 15 minutes before the session begins to meet with the Session Chair and the Audio Visual Assistant to make sure your file is properly loaded and tested, and answer any questions that you or they may have. You will find them in the session room where your presentation is assigned. You may also update your presentation at this moment if absolutely necessary.
5. Please bring your presentation on a USB flash drive for backup. We recommend preparing both the **original presentation file** and a **PDF version** to ensure better compatibility and avoid unexpected technical issues. Since software compatibility, presenters using embedded animations, videos, or audio are strongly encouraged to verify in advance that their presentation can be played properly to ensure a smooth session.
6. Please refer to the Technical Program on the APCOT 2026 website for the day and time of your presentation with your abstract number.
7. Please create your PowerPoint using On-Screen Show **16:9** size.
8. A laser pointer and a handheld microphone will be provided.
9. Please strictly observe and not exceed your allotted time, **including Q&A**, for
Plenary speech: 50 min
Keynote speech: 30 min
Invited talk: 20 min
Self-organized talk: 15 min
Contributed oral presentation: 12 min
10. The timing will be indicated by staff holding up signs to help keep the session on schedule.
11. If you foresee having potential problems understanding questions from the audience, please do not hesitate to ask a senior person in your team to assist you in answering questions. The audience will greatly appreciate any such actions from

the author team to ensure a good scientific communication.

12. With five parallel sessions, it is critical that talks are kept on time. Therefore, your session chair will make sure that your presentation time is STRICTLY observed. Attendees highly value the chance for Q&A after a presentation, and we ask that you ensure your presentation fits within the allotted time. We provide the following suggestions to help keep your talk on time.
 - (a) The session chair will read the title of your talk and introduce you. We would advise you not repeating of the title nor reading the list of authors.
 - (b) We advise you avoiding lengthy outline, introduction, acknowledgement and conclusion slides.

PowerPoint Presentation Guidelines

1. Again, please create your PowerPoint using On-Screen Show (16:9) size.
2. In order to maximize the visibility of your presentation, we recommend that you use color carefully.
3. Backgrounds should be white or light in color.
4. Not all colors are equally visible when projected. Bright red, blue, green and orange are easiest to see. Avoid yellows and light or pastel colors that are not easily seen on a clear background, except possibly as a local background in a boxed area.
5. Use extra-wide line widths for color lines.
6. Be sure to leave a 10% safety margin on all sides of your slides.
7. Placing an institutional logo in the border is acceptable, so long as it doesn't consume valuable screen area.
8. Text smaller than 20 point may be difficult to read from the back of the room.
9. View your presentation from 1.5 m away from your laptop or computer screen. If you cannot read the text from that distance, your audience will not be able to read it on a large projection screen.
10. A template is available. You are also free to create your own presentation.