ICQCC 2025 TAIPEI

PRESENTATION GUIDELINES

1. Presentation program

➢ Presentation Schedule/Program will be announced before the end of August.

2. Presentation

➢ 15 minutes will be allotted for presentation and 5 minutes for Q&A, for a total of 20 minutes per slot.

➢ Presentations will be carried out under the instruction of the session chair.

➢ Commentaries and feedbacks on the presentation will not be offered.

3. Language

➢ Delivery of the presentation should be in **Chinese** or **English**.

➢ Chinese and English, simultaneous interpretation, will be available throughout the program.

4. Presentation materials (Power Point, etc.)

➢ You are asked to prepare the materials in **English**.

➢ There is no page limitation; however, please keep in mind the presentation must be completed in 15 minutes.

➢ In order to prepare for unexpected presentation equipment failures, you are asked to bring back-up data in a USB.

5. Equipment

➢ **Please bring your own PC if it is necessary**.

   *We do not recommend to use MAC series computer, because it may not be compatible with projector equipment.

HDMI（A）、mini-HDMI（C）、Micro HDMI（D）

➢ PC and projector will be connected by cable (HDMI).

➢ One LCD projector, one rostrum and two microphones will be available for each presentation in each stream.

➢ Equipment should be operated by the presenters themselves.

➢ Please deactivate the security function on the PC and presentation data, as it may cause trouble in data projection.

6. Machine check

➢ The secretariat will check your presentation files in advance. However, you could check the connect ability of your PC and the projector by yourselves while you arrive at the 1st afternoon of the convention.

➢ If you have to update your file, please go to your stream and .give your USB to IT staff then update your file during the rest time.