



3rd ASQUA Conference 2017

4 – 8 September 2017

Lotte City Hotel Jeju

Jeju Special Self-governing Province, Korea

Speaker Briefing Notes

Deadline - Summary Checklist :

Speakers to pre-register	by Wednesday 31 st May, 2017
Submission of abstracts	by Monday 31 st July, 2017
Changes to abstracts	by Tuesday 15 st August, 2017
Presentations to be forwarded	by Thursday 31 th August, 2017

All PowerPoint presentation :

Format for Powerpoint Presentation

All PowerPoint presentations must be submitted to the Local Conference Organizers by Thursday 31st August, 2017. Your PowerPoint presentation file is can be sent to either kjy@kigam.re.kr or shyi@kigam.re.kr.

Please also bring a back-up copy of your presentation with you to the conference on a USB drive.

Please ensure your presentation is in its FINAL format, as there will be no facilities available at the Conference for making changes. Presenters are also advised to print a copy of your PPT slides and bring them with you to refer back to when giving your presentation.

There will be an AV operator in constant attendance within the venue. Following is a brief explanation of the audio visual procedure involved in your presentation.

Your presentation will be timed by a chairperson. Please ensure that you keep to the program timetable and do not exceed the allotted time for your presentation. Either 30 minutes or 20 minutes has been assigned for each concurrent presentation. This includes time for introduction, questions and answers.