**Guide for Oral Presentation**

* Please remember that unauthorized photography, video and tape recording are NOT permitted during oral presentation and plenary session.
* Please declare the information of any conflict of interest (COI) in your research presentation at the first or last page of your slides.
* Presenter must arrive at the session room at least 30 minutes prior to the session and visit the Operating Desk (located at the front, left/right side of the presentation room) to inform the staff of your arrival.
* Please save and format your file presentation as Microsoft® Powerpoint format (.ppt or .pptx) in version 2011 or newer. There will be NO facility to present the file in Apple Inc. Keynote format.
* We are encouraging all presenters to do the presentation using PC provided in the presentation room and send the presentation file by email to icoaps-secretariat@ff.unair.ac.id.
* For onsite file transfer, please transfer your presentation file via USB flashdisk/pen drive by visit our transfer desk in the venue at least 2 hours before your session starts.

Presentation time for each speaker

1. Plenary Sessions : as scheduled and decided at the session chair's discretion
Oral Sessions : 8 minutes for presentation, 2 minutes for discussion
2. Session chairs have the right and are responsible for ending presentations in the event that presenters exceed their allotted presentation time.
3. Please cooperate in keeping presentation and Q&A time for smooth operation of sessions.

For presenters who want to do presentation using their own PC

1. Please bring the AC adaptor/ PC charger for your computer.
2. A D-sub 15 pin monitor connector / VGA type connector is necessary to connect your laptop to the projector equipment provided in the presentation rooms. If your computer has a special-format monitor output terminal, bring a suitable converter to VGA type. **\*Neither HDMI nor Mini Display is acceptable. D-sub 15 pin / VGA only.**
3. Deactivate password lock, screen-saver and power-saving mode in advance.
4. Bring backup data of your presentation. We kindly ask you to have backups of your laptop contents to protect data from accidental loss.
5. If your presentation data includes moving images, be sure to check their operation in advance.
6. Audio reproduction is not available.
7. Please be informed that checking the operation and display of your presentation in the session room during the session is NOT allowed.
8. We are encouraging all speakers to copy their file and check the display in the transfer desk. We WILL NOT distribute the presentation file to any party, and we are NOT providing release form for the speaker who wants to share their presentation file.