



## 17<sup>th</sup> Conference of the Science Council of Asia (17SCA)



14-16 June 2017

Philippine International Convention Center  
Pasay City, Metro Manila, Philippines

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### GUIDELINES FOR ORAL PRESENTATIONS

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#### 1. *Presentation time allotment*

- Each presenter will be allotted fifteen (15) minutes: twelve (12) minutes for the presentation and three (3) minutes will be allowed for Q&A and discussion of the paper with the audience.
- A signal will be given to indicate that three (3) minutes are left for the presentation, and the presenter should start winding up his talk.
- Please be in your assigned room at least five minutes before the session starts and introduce yourself to the Session Moderator.

#### 2. *Audio visual methods*

- Laptops and LCD projectors will be provided.

#### 3. *Format*

- All presentations must be in PowerPoint presentation format, preferably Version 2013. Please bring back-up file of your presentation.
- Kindly submit the PowerPoint presentation file to the Secretariat during the **Registration on June 14, 2017** utilizing the main author's Surname or Last Name (in CAPITAL Letters) and strand as its file name  
(e.g. File name: **VILLASENOR Reengineering Research**).

#### 4. *Author's Information Sheet*

- Please accomplish the Author's Information Sheet and submit to the Secretariat during the **Registration on June 14, 2017**.

For further information please contact the 17SCA Secretariat at:

E-mail: [nrcpsecretariat@sca2017manila.ph](mailto:nrcpsecretariat@sca2017manila.ph)