Speech and Presentation Guideline

☐ Plenary, Invited and Oral

- **Presentation time :**

Category	Time of Speech / Presentation
Plenary Speech	**30 minutes (Q&A included)**
Invited Speech	**20 minutes (Q&A included)**
Oral Presentation	**15 minutes (Q&A included)**

  - 1st timer alert : 2 mins remaining
  - 2nd timer alert : end of time

- **Presentation materials: Please bring your PPT material on a USB memory stick. ; no specific format & template required**
- **Please upload your presentation material on the computer in the conference room, 10 mins before the session.**
- **Please wear your name tag and follow the instructions of the session chair.**
- **You can ask for help from our staff who is wearing a blue vest.**

☐ Poster

- **Poster size : less than A0 (841 X 1,189 mm)**
- **All Presenters should print and bring their posters and no specific format is required.**
- **The poster Paper Number is attached to the top of the board.**
- **Items needed to attach the posters will be provided by the JCK MEMS/NEMS secretariat.**
- **Please be prepared for 3-5 mins speech and answer questions.**

Category	Mounting & Removal Time	Date & Location
Poster	**Affixation Time: 11:30 ~**	**Sept. 18 (Mon) CHERRY Hall**
	Removal Time : ~ 11: 00	**Sept. 20(Wed.) CHERRY Hall**