

## **SPEAKER INSTRUCTIONS**

Please note that presenters are not automatically registered for the conference. Presenters should complete the payment no later than Thursday, November 2<sup>nd</sup>, 2017 (on the spot) to be included in the conference program.

### **Oral presentations**

1. The time allowed for contributed oral presentations is 8 minutes, followed by 2 minutes of discussion.
2. Each presentation will be introduced by a chairperson/ moderator, who will also keep track of time and lead the discussion.
3. You are requested to report in the lecture room 10 minutes prior to the start of your session to meet the chairperson/ moderator and to receive some final instructions.
4. You are requested to report to the Committee at least 60 minutes prior to the start of your session, or the day before, to make sure that your presentation will be uploaded to the computer provided in the lecture room.
5. Bring along your presentation on USB stick to the conference.
6. Prepare your presentation as PowerPoint file or pdf file. All lecture rooms support widescreen presentations.
7. It will also be good to send your presentation file through email to: [icos@sci.unhas.ac.id](mailto:icos@sci.unhas.ac.id) with the subject “**Presentation[no\_paper\_Nama]**”