INSTRUCTIONS ON ORAL PRESENTATIONS
10th World Congress of Herpetology

Talks at the WCH10 are scheduled in 15 minutes blocks (typically, 12 min for each talk + 3 minutes for questions and speaker change-over). While the majority will need to keep it to 15 minutes, some talks within Symposia are 30 minutes in length (especially, Symposia Keynotes). A few Symposia have opted for 5-minute speed talks. To ensure sessions run on time, please ensure that your talk can be presented within the scheduled slot.

Presenters to note:

➢ A dedicated computer will be available at the central Speaker Support Room at the Borneo Convention Centre Kuching (BCCK) to receive and distribute your presentations to the relevant rooms. Please ask Secretariat for directions.

➢ We require talks in the PowerPoint format. Note that the projection systems at the venue are PC-based, and please convert all material for compatibility.

➢ Please bring your talks in thumb drives/USB sticks and pass on to the technician at the Speaker Support Room to upload into the system. Reminder to carry backups on your travel to the venue.

To ensure a smooth presentation:

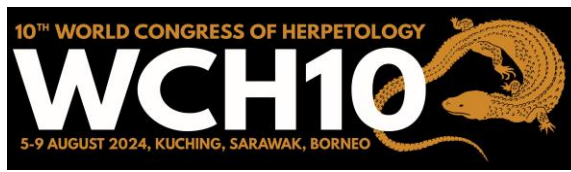Morning sessions (before 1 pm) : Upload and test your presentation file on the system the day before your talk.

Afternoon sessions (after 2 pm) : Upload and test your presentation file on the system by 11:00 am at the latest on the day of your talk.

We strongly encourage presenters to upload their presentations to the link provided on Page 2 of this document in advance. Any changes on your presentation slide can be made on-site before your session.

We are informed that modern projectors tend to handle all formats, although the projected images may not be the desired one for all at a particular Symposium.

Screen Dimensions for reference:

Great Halls	:	26.5ft x 15ft
Meeting Room 1 - 11	:	10ft x 6ft
Meeting Room 12 -14	:	10ft x 10ft
Aspect Ratio of Projection	:	16.9

<u>Quick Overview on Abstract Submission</u>

Instructions:

1) Please submit your presentation in PPT Format to the link below:
   - Link: https://fctjph7k4i0.typeform.com/to/bBKSGbsy
2) Keep your file size under 10MB.
3) Rename your file using the following format:
   - Ref ID_Full Name
   - Example: A-008_Ika Maria Francis
4) Deadline for submissions: 1700 hours (5pm), 29 July 2024 (Monday, Malaysia Time)

Important Notes:

1) If your file is larger than 10MB, please email your presentation to ika@placeborneo.com.
   - File name: Ref ID_Full Name
   - Subject Title: WCH 2024: Ref ID_Full Name - Presentation Submission
2) Please note that changes to your presentation slides will only be accepted up to one day before your presentation date.
3) Any inquiries, please contact Ika Maria at ika@placeborneo.com
   - Subject title: WCH 2024: xxx

Thank you for attending the 10th World Congress of Herpetology, and we look forward to seeing you in a few weeks from now.

Please direct queries to:
Ms. Ika Maria Francis
ika@placeborneo.com