5TH INTERNATIONAL HORSESHOE CRAB WORKSHOP 2024

19 - 23 JUNE 2024
RESORTS WORLD CONVENTION CENTRE, SENTOSA, SINGAPORE

SPEAKER GUIDELINES
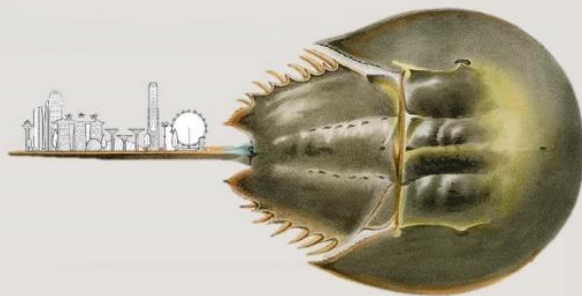
Please note the following points in the document

A) PRIOR TO WORKSHOP

Preparation of Presentation Slides:

1. Visual presentations have to be prepared in Microsoft PowerPoint format (PowerPoint 2013 or higher) in landscape orientation (ratio 16:9);

2. All presentations will run **on a Windows 11 laptop**.

   If you have prepared your slides using other software for example: OpenOffice, Powerpoint for Mac, Keynote, please convert the slide deck to Microsoft Powerpoint for Windows PC before uploading your presentation **before 15 Jun 2024** (see point no. 7 below).
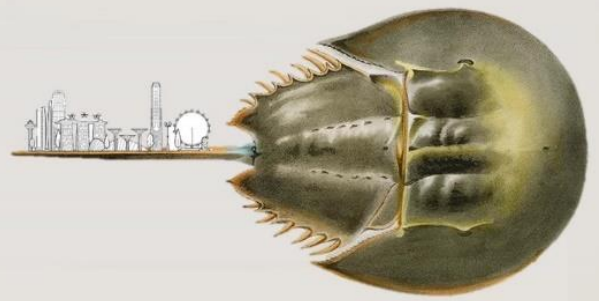
3. All presentations must be made in English. The use of an interpreter is not permitted;

4. When choosing fonts for your presentation, please make sure that they are supported by Microsoft Office 2010 & above. If a non-standard font is used, it should be **embedded** in your PowerPoint presentation;

5. Any video clips in your presentation files should be in MP4 encoded to H.264 or WMV format that can be played in PowerPoint. Do NOT use .mov (QuickTime) or .3pg files, which are NOT supported by PowerPoint for Windows. Please insert your video into the PowerPoint. Do NOT use "link to file" as the link will become invalid when your PowerPoint is played on a different computer;

6. Please specify the file name as "IUCNHSC2024_Session #_First Name Last name", e.g. IUCNHSC2024_Session 1: Population & Genetics_Aaron Chin.ppt;

7. Presentations using personal laptop computers will NOT be permitted. Please upload your presentation (Oral and E-Poster) to the below link **before 15 Jun 2024**, https://www.dropbox.com/request/ojQXHXkSzBPdz8Bibgj3**.** Should you have any audio files, they are to be uploaded together with your presentation slides to us.

8. If you would like to amend your presentation deck after submission, please rename the file name to "IUCNHSC2024_Session #_First Name Last name (DDMM)", e.g. IUCNHSC2024_Session 1: Population & Genetics_Aaron Chin(1106).ppt; and upload onto the same link.

9. The Organising Committee would not be held responsible for any non-display from personal laptop.

UPLOAD YOUR PRESENTATION

BEFORE THE SESSION

1. The session room will be equipped with a projector, screen, PC laptop and microphones for your use.

2. Please **arrive 15 minutes before** the start of your session. All sessions will start and end on time, and this will be strictly enforced by the Session Chairs.

3. Reserved Seats for Speakers
   Front row seats are reserved for invited speakers. Please be seated at the designated seats for ease of identification by the respective session chairs.

DURING PRESENTATION

1. There will be a podium from where presentations will be presented; session chairs will invite speakers up to the podium at the appropriate time;

2. **Laser Pointer**
   A laser pointer will be available on the podium.

3. **Time Keeping**
   There will be a countdown timer next to the stage that will indicate the duration of your presentation.

   Each presentation should adhere strictly to the allotted time. **Please do NOT overrun**, as every overtime minute would deduct the same for the subsequent presenters on the programme. It is critical to stay on schedule. All presenters need to be respectful towards their fellow session presenters & attendees;

4. All the sessions will start and end on time, and this will be strictly enforced by the Session Chairs.