



International Conference on Biomass Conversion and Renewable Materials
2019 (ICBCRM'19)
Oct. 12-15, 2019, Guilin, China

INSTRUCTIONS FOR ORAL PRESENTATIONS

I. Advice on Production of PowerPoint Presentation

1. Keep your presentations simple but informative to avoid hardware and software conflicts. Audio and video files, animated text, animated figures, superscripts, and subscripts cause most of the problems. **If using video or audio, please contact the organizers in advance so that the appropriate files are transferred and can be tested before the conference.**
2. Try your best to use **Arial or Times New Roman fonts** for all slides. This is to prevent problems with incorrect font/character substitution that occurs when presentations are prepared in fonts not available on the conference computers.
3. Please prepare your presentation as a single PowerPoint file to run on an IBM compatible computer with Microsoft Office.
4. **Please name the file using the technical program listed as following (Day_Session_Name of 1st author).** If updates are made after your presentation has been sent out, you had better include the word 'update' in the updated file name.
5. For technical reasons, it is **NOT RECOMMENDED** to use your own computer for PowerPoint presentation.

II. Submission of PowerPoint Presentation and Speaker's CV

1. It is strongly recommended that your PowerPoint presentations be submitted in advance of the conference to check for software compatibility problems and to transfer to session laptops. At the same time, we will print out the speakers' CVs and pass them to the session chairmen prior to the formal presentation. Therefore, **all PowerPoint presentations and speakers' CV are highly recommended to be submitted to cppkl@gxu.edu.cn or cppkl@outlook.com before September 30, 2019.**
2. Please be sure to **bring one copy of your presentation to the conference on a USB disk.** This copy is



to be used as a backup by yourself and the conference organizer if required.

3. PowerPoint presentations will be loaded to laptop computers in the evening before the designated session. Speakers are generally not recommended to make changes after this time.

III. At the Conference

1. **Register** upon arrival at the conference.

2. If you are unable to submit your PowerPoint file to the organizing committee by the due date because of too large file size, or you have a revised version, please make a copy **to our PPT collection desk** just after your registration.

3. Please **arrive at your session 30 minutes prior to the beginning of your own presentation**. Meet the session chairman and audio-visual volunteer. Become familiar with the room and with the operation of your PowerPoint presentation.

4. Each session room will be equipped with an LCD (data) projector and a PowerPoint compatible laptop computer. An audio-visual volunteer will open and close your presentation. Speakers will be provided with a laser point and microphone to aid presentation.

5. **40, 30, and 20 minutes will be given for plenary speech, invited speech, and oral presentation, respectively**. Please keep to the allocated time.