

# The 26<sup>th</sup> International Conference of Hong Kong Society for Transportation Studies

12-13 December 2022, Hong Kong

<http://www.hksts.org/conf.htm>

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Organizers:



Hong Kong Society for Transportation Studies



香港科技大學  
THE HONG KONG  
UNIVERSITY OF SCIENCE  
AND TECHNOLOGY



**GREAT**  
Smart Cities Institute

Department of Civil and Environmental Engineering  
and GREAT Smart Cities Institute,  
The Hong Kong University of Science & Technology

## NOTES FOR ORAL SESSIONS

### 1. ISESSION ORGANIZATION

An oral paper will be allocated **15 minutes** for the speaker's presentation, with an additional 2 minutes for Questions and Answers (Q & A). However, depending on the availability of time, Q & A will be handled flexibly by the session Chair. In some cases, Q & A will only be entertained at the end of each session.

### 2. ON-SITE PREPARATIONS

A LCD projector, a laptop computer and a laser pointer will be available in each session room. Presenters can make their presentations using their own computer or the laptop computer provided by the organizer.


Presenters are requested to show up in the designated presentation room **15 minutes prior to the session** for setting up and testing equipment. If the presenters bring their own computer, please check the connection status between their computers and the projector with the organizer's helpers before the session start time. If the presenters use the organizer's computer, please provide the presentation files to the organizer's helpers before the session start time. The presentation file should be saved on a USB device.

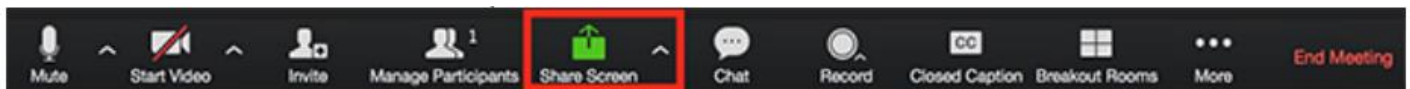
For a smooth run-down of each session, presenters are asked to be seated in order in front of the session room. When a presentation is finished, the next presenter will move up to the podium and the session Chairperson will give announcement for next presentation accordingly.

### 3. ON-LINE ORAL PREPARATIONS

For on-line presentation, please use the **display name** to join in. Presenters are requested to show up in the designated presentation room **10 minutes prior to the session**. You can find the Zoom support at the Conference webpage at: <http://www.hksts.org/conf.htm>.

#### Starting your Zoom presentation

1. Open your PowerPoint presentation on your desktop, NOT in presenter mode.
2. Make sure you are in a space where you can control noise and interruptions.
3. Join the Zoom Session.
4. Test speaker and microphone.
5. Click the **Share Screen**  located in the meeting controls.



6. Select your PowerPoint presentation in the prompt, and click **Share** to start sharing.
7. Use the **Slide Show** tab in PowerPoint to begin presenting.

For a smooth run-down of each session, presenters are asked to be stayed in the presentation room. When a presentation is finished, the session Chairperson will give announcement for next presentation accordingly.

Date: 15 September 2022