

THE 10TH INTERNATIONAL CONFERENCE OF HONG KONG SOCIETY FOR TRANSPORTATION STUDIES

Instructions to Presenters

1. SESSION ORAGANIZATION

The duration of each presentation is 15 minutes of which 12 minutes will be allocated for presentation while the remaining 3 minutes will be used for questions and answers (Q & A). However, depending on the availability of time, Q & A will be handled flexibly by the session Chairperson. 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 make the presentations using their own computer or the laptop computer provided by the organizer.

Presenters are requested to show up in the designated presentation room 10 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 CD/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.