

**For presenters in the parallel sessions, please note the following:**

1. If you plan to use Powerpoint (PPT) slides, please upload your PPT file in the system through your account (there is “upload PPT” feature below “full paper” menu). As a back-up, please also bring flash drive containing your PPT slides file.
2. Your presentation is approximately 15 minutes, including Question and Answer session.
3. If you need device other than laptop (speakers, etc.), please bring it yourself or contact the committee in advance through email.
4. If you plan to distribute any materials/handouts, please copy and bring it yourself. ICOLLITE committee do not provide photocopy and scan services.

**For presenters in the roundtable sessions, please note the following:**

1. Please prepare a one-page, two-sided handout about your presentation.
2. Each presenter should bring 10 copies of the handout. The committee does not provide photocopy and scan services.
3. Your presentation is approximately 10 minutes, including question and answer.

