



GUIDELINES FOR ORAL PRESENTATION

8th International Food Data Conference *Quality Food Composition Data - Key for Health and Trade* October 1-3, 2009, Bangkok, Thailand

PREPARATION OF PRESENTATION

Please use *Microsoft Office PowerPoint 2003* running on Windows XP Professional for your presentation.

BEFORE PRESENTATION

We would appreciate very much if you could send your power point presentation in advance before 26 September 2009. If this is not possible, please contact the staff at the Secretariat Room as indicated below.

Secretariat Room

The Secretariat Room is located as part of the Conference Room (Rajthevee 2, Level 3, Asia Hotel). You are requested to bring your presentation on a USB flash drive (Handy drive USB) or CD to the Secretariat Room in the morning of your presentation day or at least 2 hours before your presentation is scheduled. [We are sorry that the use of your own computer during your presentation IS NOT ALLOWED.](#)

DURATION OF PRESENTATION

There are two types of oral presentation. One is a special lecture which allows about 20-25 min presentation. Other presentations allow 10 to 12 min. At the end of each session there will be about 10-15 min for discussion/questions. All speakers are requested to keep the schedule very precise.

DURING PRESENTATION

A room assistant, a computer technician, and a light & sound technician will be at the room at all times to assist when you encounter any technical problems.

The following audiovisual equipments are available at the session room:

- LCD projector and overhead screen
- Computer
- Laser pointer
- Podium and microphones
- Time-control system (There will be a warning signal at 3 minutes before the end of the allocated time)

FOR INQUIRIES: Please contact Prapasri Puwastien at nuppw@mahidol.ac.th or Kunchit Judprasong at nukjp@mahidol.ac.th