

2nd International Conference on Bioresources, Energy, Environment, and Materials Technology (BEEM2018)

June 10 (Sun) – 13 (Wed), 2018 Daemyung Resort, Hongcheon, Gangwon Province, Korea

Guidelines for Oral Presentation

It is our pleasure to have you as an oral presenter for the 2nd International Conference on Bioresources, Energy, Environment, and Materials Technology (BEEM2018) at the Daemyung Resort (Hongcheon) in Korea from June 10 to 13, 2018.

The followings are the guidelines to prepare your oral presentation.

1. Equipment

A monitor and mouse will be provided on the podium for speakers. No keyboard on the podium. The presenter view function is not available.

2. Presentation File Submission

Please submit your presentation file at the preview room **at least 2 hours prior to** your scheduled session to ensure the files function correctly in the given environment.

Presentation slides should be prepared as an MS PowerPoint file 2003, 2007 or 2010, 2013 versions. If you have any other types of presentation files, please inform our staff of the preview room, in advance. (4:3 standard format recommended)

3. Preview Room

(1) Location: Luby (2F)

(2) Operation Hours: 07:30 - 18:00, during the conference

(3) If your file contains video or sound, please inform our staff and check the system in advance.

(4) If you wish to present with your own laptop (IBM or Mac), you have to visit the preview room **at least 2 hours prior to** your scheduled session.

(5) If you use your own Macintosh with our beam projector, we ask to bring your Mac RGB Connector. (We don't provide any devices for Macintosh.)

4. Important note for Macintosh Users

In order to use Mac presentation files on a IBM(PC) compatible computer, please note that you need to prepare it according to the instructions below, before bringing it to the preview room:

(1) Use a common font, such as Arial, Times New Roman, or Verdana etc. (special fonts might be changed to a default font on a PowerPoint based IBM).

(2) Insert pictures as JPG files (and not TIF, PNG or PICT - these images will not be visible on a PowerPoint based IBM).

Should you have any inquiries, please feel free to contact the secretariat (beem2018@beem2018.org).

We look forward to your presentation and active participation.

BEEM 2018 Secretariat

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