

General Information for Participants

Information and Registration

The Registration and Information Desk will be situated in the **Courtyard Marriot Seoul Times Square** on the fourth floor, and will be open at the following times:

Friday, June 28 (08:00-17:00)

Saturday, June 29 (08:00-17:00)

Parallel Sessions

Parallel Sessions will run on June 28 and 29. Sessions are usually 90 minutes in length.

Presentations and Equipment

All presentation rooms are equipped with a screen, an LCD projector, and a laptop computer installed with PowerPoint software. You will be able to insert your USB flash drive into the computer and double click on your presentation to open it in PowerPoint. We recommend that you bring two copies of your presentation in case of one fails. You may also link your own laptop computer to the projector cable, however if you use your own Mac please ensure you have the requisite connector.

A Polite Request to All Participants

Participants are requested to arrive in a timely fashion for all addresses, whether to their own, or to those of other presenters. Presenters are reminded that the time slots should be divided fairly and equally between the number of presentations, and that they should not overrun. The session chair is asked to assume this timekeeping role.

Poster Sessions & Poster Requirements

Materials Provided by the Conference Organizer:

1. X-frame display & Base Fabric Canvases (60cm×160cm)
2. Adhesive Tapes or Clamps

Materials Prepared by the Presenters:

1. Home-made Poster(s)

Requirement for the Posters:

1. Material: not limited, can be posted on the canvases
2. Size: smaller than 60cm*160cm

