



The 2nd International Conference on Anaerobic Digestion Technology

Sustainable Alternative Bioenergy for a Stable Life

4-7 June 2018, Chiang Mai, Thailand



Oral presentation guidelines

In this section, there are two types of presentations. Firstly, the keynote and invited speaker presentations which schedule mainly in the plenary hall and in the morning of each conference day. Secondly, the participant oral presentations schedule separately in three parallel sessions which are in the plenary hall, conference room-1 and conference room-2, and in the afternoon of each conference day. Authors will present their research work in a specific topic area, and presentations will be moderated and facilitated audience questions by chairman who is an expert in that field.

Oral presentation allotted time:

- For each **keynote and invited speaker presentation**, the total time allotted is about **50 minutes** including the questions and answer session.
- For **participant oral presentation**, the total time allotted to each speaker is **20 minutes**, 15 minutes for presentation and leave 5 minutes for questions.

Software Used in the Conference:

The computers are equipped with **Windows 10** as well as **Microsoft PowerPoint 2016** [Office 2013] and **Adobe Acrobat Reader**. The PowerPoint 2016 is the preferred projection software offered at the conference.

General suggestions:

- Authors should contact their session organizers to confirm timing information from final program which will be updated 1-2 weeks before the event via website [www.adtech2018.info]
- All speakers are recommended to check in and up-load their presentations file preferably during the break, half an hour before the starting hour of the session. Technicians will assist with the upload of your files and provide the opportunity to preview or edit the presentation as necessary.
- It is strongly recommended to all authors to check their presentation for compatibility and proper operation [presentation upload corner is in front of the reception desk].

- In each presentation room, the plenary, conference room-1, conference room-2, is equipped with a laptop connected to the integrated system of the convention center. All presenters are requested to use conference system, and only this one, for their presentation. Please prepare your files on a USB key for transfer to the session room laptop.
- Presenters will not be allowed to connect any other computers to conference system.
- Please note that presenters, who especially develop the presentation on other systems like Apple or Linux platforms, should take the time to check their presentation to be sure not to disturb by incompatibility issues during their presentation in the session room.
- Avoid Font Problems: Since your computer may have sophisticated fonts [such as special equation symbols] that the conference computers do not have, it is suggested that when you save your PowerPoint presentations, use “Save As” from your “File” pull-down menu. When a dialog box pops up, click on the “Tools” menu on that dialog box and select “Save Options”. Then, check the option “Embed true type fonts”. Click “OK” and then click “Save”. This allows you to include the fonts you are using in your presentations to minimize the font incompatibility problems. Otherwise, any fonts that are not recognized by the conference computers would be incomprehensible. In addition to the default “.pptx” file format, we suggest that you also save a copy of your presentations in the “.ppsx” [PowerPoint Show] format for safe [the “.ppsx” version may also include some of the special fonts in your presentations]. If you have a full version of Adobe Acrobat, we suggest you also save [or print] your presentations into a “.pdf” format and thus you will be able to use the free Adobe Reader software to present in case nothing else would work.

Contact: ADTech-SAB2018

For any inconvenient or more information, please feel free to contact,

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