

Presentation Checklist

報告清單

presenters (i.e., first authors) are required to register and complete the payment of the registration fee by 27th December 2023 to guarantee publication of their abstract in the abstracts e-book and presentation in the scientific programme. 演講者（即第一作者）必須在2023年12月27日之前完成註冊並支付註冊費用，以確保摘要在電子摘要集出版及學術環節中發表。

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Oral Presentation Guideline

口頭報告指南

- **發表語言:** 英文/普通話
- **PowerPoint語言:** 英文
- **PowerPoint格式:** 標題和作者資料（作者姓名、所屬部門、所屬機構、電郵），CPLA logo, 16:9比例
- **演講時間:**
 - 口頭報告: 10分鐘/講者，剩餘時間所有講者及與會者開放討論
- 所有發表必須在發表環節前預先上傳至發表場地的電腦
- **主持人將在以下時間點對講者進行提示，規則如下:**
 - 警告信號 - 演講結束前2分鐘
 - 停止信號 - 演講結束時
- **Language of presentation:** English/Mandarin
- **Language of PowerPoint:** English
- **Format of PowerPoint:** Title and Authors' Information (Author's Name, Department, Affiliated Institution, E-mail), CPLA logo, ratio of 16:9
- **Time allowed for presentation:**
 - Oral: 10 minutes for each presenter, followed by an open discussion for the remaining time.
- All presentations must be pre-uploaded to the presentation venue's computer before the session.
- **The Moderators will arrange a timing system with the following rules:**
 - A warning signal - 2 minutes (for oral presentation) before the end of the presentation
 - A stop signal - at the end of the presentation

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Poster Presentation Guideline

海報報告指南

- **演講語言:** 英文/普通話
- **Poster語言:** 英文
- **PowerPoint格式:** 標題和作者資料（作者姓名、所屬部門、所屬機構、電郵），CPLA logo, A0尺寸（高度: 120厘米，寬度: 90厘米），直立（豎向）格式
- **演講時間:** 3分鐘演講 + 2分鐘討論
- 海報展示不需要PowerPoint演示
- 作為海報報告的發表者，您需要在演示當天早上將海報放在指定的海報板上，並在海報展示結束後立即拆除
- 現場將提供張貼海報需要的膠紙
- **Language of presentation:** English/Mandarin
- **Language of Poster:** English
- **Format of PowerPoint:** Title and Authors' Information (Author's Name, Department, Affiliated Institution, E-mail), CPLA logo, A0 size (height: 120 cm, width: 90 cm), and portrait (vertical) format.
- **Time allowed for presentation:** 3 minutes presentation + 2 minutes discussion
- Poster presentations do not require a PowerPoint presentation.
- As a presenter of a conventional print poster, you need to place your poster on the designated poster board on the morning of the presentation and remove it directly after the poster session ends.
- Poster patches will be provided on-site.

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Awards

評獎

學術委員會將在會議期間評選出以下獎項:

- 優秀口頭報告
- 優秀海報報告

優秀口頭/海報報告的評審標準

- 內容和相關性 25%
- 應用的方法 25%
- 結構與傳達 20%
- 視覺展示 20%
- 回答問題的正確性及方式 10%
- 共計 100%

The Scientific Committee will select the following awardees during the conference:

- Outstanding Oral Presentation awards
- Outstanding Poster Presentation awards

Criteria for Outstanding Oral/Poster Presentation

- Content and Relevance 25%
- Methods Applied 25%
- Organization and Delivery 20%
- Visual Presentation 20%
- Correctness and Manner of Answering Questions 10%
- Total 100%