The 37TH ACSIC CONFERENCE PRESENTATION GUIDELINES

General Guidelines

These guidelines are designed for all ACSIC Conference participants (presenters, moderators and participants) to establish expectations. We seek to encourage active discussions among Conference participants and audience members. For this to happen, we recommend:

1. Interaction among session participants before the Conference to maximize audience participation during the sessions.
2. Create an environment that enhances the understanding of issues and the data informing them.
3. Stick to the specified timings for your section to respect other participants' time and keep the Conference running smoothly.
4. Please turn off your cellphone or switch it into silence mode to ensure the quality of the Conference.
5. If you have any further questions or need more specific guidance, feel free to contact the Conference team. Your cooperation with these guidelines will help ensure a successful and productive conference.
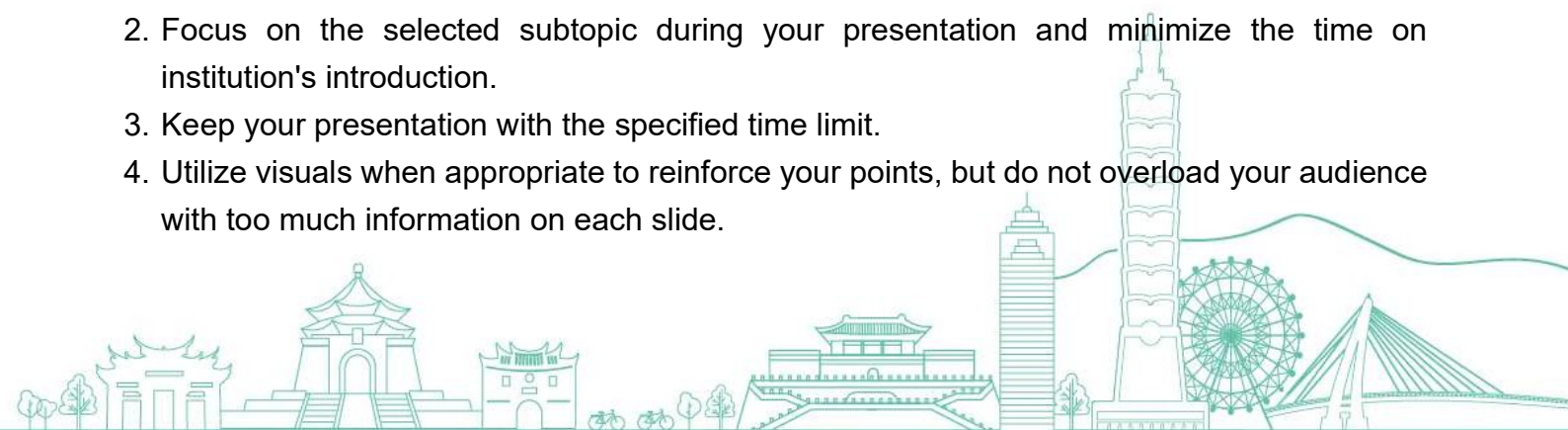
Preparation for the Panel Discussion

As you prepare for your Panel Discussion at the Conference, please keep in mind:

1. Each session is allocated to 3 parts, including a 5-minute moderator's opening, 15 minutes for each presenter and a 10-minute Q&A session adjusted for presentation length.
2. To ensure the panel discussion runs smoothly and stays on schedule, time cues for all discussions will be provided via handheld signs. Signs will be shown when there are 3 minutes and 1 minute remaining in the presentation time, and when the speaking time concludes.

Guidelines for Presenters

1. Begin with a brief overview of your topic, explaining the central concepts you will address and main conclusions you will draw.
2. Focus on the selected subtopic during your presentation and minimize the time on institution's introduction.
3. Keep your presentation with the specified time limit.
4. Utilize visuals when appropriate to reinforce your points, but do not overload your audience with too much information on each slide.

Technical Guidelines

Submission Details

1. Deadline: All presentation materials must be submitted by **October 10th, 2025.**
2. Language: English

Format and Technical Specifications

1. Presentation Format: Your slides should be prepared using Microsoft PowerPoint (.ppt, .pptx).
2. Slide Ratio: Maintain a 16:9 for optimal viewing on various devices.
3. PDF Version: In addition to your PowerPoint file, please also provide a PDF version of your presentation.

Fonts and Special Effects

1. Fonts: We request the use of MS Windows standard fonts to avoid any copyright issues. If you chose to use unique fonts outside of the standard options, please include the font files with your presentation submission.
2. Special Effects: If your presentation includes animations, videos, or sound effects, please make sure they are embedded directly in the PowerPoint file. Please inform our Secretariat ahead of time about any such special features so we can arrange the necessary technical support.

Modifications and Posting

1. Modifications: If you need to make changes to your presentation after submitting it, please send us the final version to replace the initial submission.
2. Posting: Kindly note that all presentation materials will be made available on the official website of the 37th ACSIC Conference (accessible only to registered members)