



## Presentation Guidelines 論文發表指引

### Paper Presentation 論文發表

Each presenter will have 20 minutes for the paper presentation, including 5 minutes for Q&A. We encourage presenters to speak for no longer than 15 minutes, reserving a considerable amount of time for comments or questions.

每篇論文的發表時間為 20 分鐘，其中包括 5 分鐘的問答時間。我們鼓勵發表者發言不超過 15 分鐘，為評論或提問預留時間。

### Symposium Presentation 座談會

The full session of 100 minutes will be dedicated for the symposium. Individual presenters should co-ordinate among each other in advance for the format of the symposium and allocation of time.

每場座談會的時間為 100 分鐘。發表者應預先就座談會的形式和時間分配互相協調。

All presenters are strongly encouraged to respect the time limits of your presentation to ensure a smooth proceeding of the conference.

請所有發表者遵守您的發表時限，以確保會議順利進行。

### Important Notes to Presenters 發表者注意事項

#### Before the conference starts 會議開始前

1. In preparation for the conference, please visit the Zoom Test site (<https://zoom.us/test>) and join a test meeting to test your webcam, audio, internet connection, etc. For the best experience, please use the same equipment, from laptop to cables, that you plan to use for the conference to do the test.

為確保會議順利進行，請於會議前透過 Zoom 測試網站(<https://zoom.us/test>)的測試會議，檢查您的視訊、音訊及網絡連接效果等。為獲得最佳體驗，請以您參與正式會議時會使用的電腦及設備，進行相關測試。

2. Avoid bright lights and windows behind you. Good lighting in front of you (on your face) will provide for a better image.  
避免坐於窗戶或明亮的燈光前面，造成背光問題。良好的照明有助呈現更好的影像。
3. Test any virtual backgrounds that you may be utilizing to ensure there are no video irregularities.  
測試您可能使用的任何虛擬背景，以確保影像沒有異常。
4. Test your internet speed. We recommend an internet connection download speed of at least 2.5Mbps. Click [here](#) to test your connection speed.  
請測試您的互聯網速度。我們建議互聯網連接下載速度至少為 2.5Mbps。請按[此處](#)測試您的連接速度。

#### Before the paper session starts 論文發表開始前

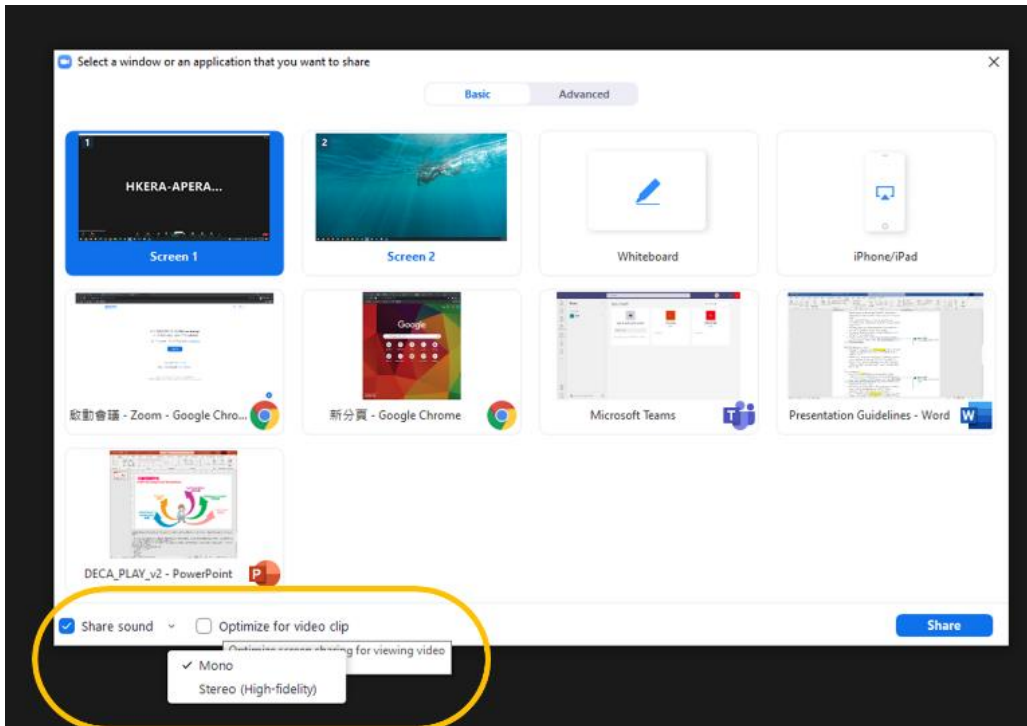
1. Declare your attendance to the conference staff when entering the session by identifying yourself with your FIRST NAME and LAST NAME on Zoom.  
進入會議時，請通過在 Zoom 上輸入您的全名表明您的身份，向會議工作人員報到。
2. Please make sure to join the virtual session 5 minutes prior to the start in case there are any issues that need to be worked out.  
請務必在開始前 5 分鐘加入會議，以防出現問題，需要解決。
3. Mute your microphone on Zoom when not in use. Position your webcam at eye level and make contact as much as possible when you present.  
尚未開始論文發表時請先靜音。另請將網絡攝像機置於視線水平，並在論文發表時盡可能地多看攝像機，與網上與會者保持眼神接觸。

#### At your presentation 論文發表時

1. Moderator will promote you as presenters at your schedule time. As a presenter, please note that you will be live as soon as you unmute your microphone and turn on your camera after being promoted as such by the moderator. Registered attendees will be able to hear you automatically.  
主持人將在您預定的時間介紹您為發表者。請注意，打開麥克風和攝像機後，直播會即時開始，與會者將能夠自動聽到您的聲音。

- You may use the share-screen function to share your presentation materials (including PowerPoint and audio-visual materials) during your presentation. Please make sure you check the option of “Share sound” if your presentation involves any audio sharing (as shown in the picture below).

您可以在發表過程中使用共享屏幕功能分享您的演講資料(包括 PowerPoint 和視聽資料)。如果您的演講資料涉及任何音頻材料，請確保在共享屏幕時選取「共享聲音」選項(如下圖所示)。



- Question and Answer session will be included in your presentation time. Chat room will be open for all participants to submit their questions. The moderator will assist you in holding the Q&A session.

問答環節將計入您的發表時間。聊天室將開放給所有參與者提交問題。主持人將協助您主持問答環節。

- Chat room will be used by conference staff to privately contact the presenters if needed (e.g. time reminder, sound issues, etc.). Please kindly pay attention to private message sent to you in the chat room during your presentation. If you need technical assistance, you will be able to inform the conference staff using this tool.

如有需要，會議工作人員將使用聊天室私下與您聯繫(例如時間提醒、聲音問題等)。發表時請留意聊天室內發給您的私訊。如需要任何技術支援，您也可以透過聊天室通知會議工作人員。

5. Should any problems or technical difficulties arise, please seek help from the conference staff.

如有任何問題或技術難題，可隨時與會議工作人員聯繫。