



Paper poster presentation – Instructions:

1. Posters should be in **100 (height) x80 (width)** cm format.
2. Please print your poster prior to arrival in Bangkok and bring it with you.
3. On Friday 25, May @ 7.00 - 8.30 AM, bring your poster to our staff at the poster service desk. We will provide hanging service (push pins provided and take your poster to the assigned board).
4. Posters will be displayed side-by-side (2 per each side of the standing boards) from Friday 25 to Saturday 26, May 2018.
5. Presenters are required to stand next to their posters during afternoon coffee break (between 14.10 -14.40 PM on Friday, May 25) for informal discussions.
6. Removal time of your poster will be on Saturday 26 May 2018 from 12:00 to 14:15 PM. All unremoved posters will be discarded by on-site staff after 14:15 PM.

Virtual poster presentation – Instructions:

1. Virtual poster presentations will be presented as E-Posters on a screen of ePoster terminals during the congress.
2. To prepare your presentation please use Doc or PowerPoint and then save it as a PDF file with DIN-A4 format.
3. All presentations must be forward to the conference secretariat email (info@racketsports2018.com) no later than **May 23, 2018.**



Oral Presentation - Instructions

1. All presentations are in English.
2. Presentation slides should not contain small fonts or small figures and should be of high contrast.
3. We ask all speakers to pay special attention to their presentation time. **Each paper is allocated total 15 minutes for each presenter. The oral presentation should take about 10-12 minutes**, leaving 3-5 minutes for introduction, and questions from the audience.
4. Presentation slides/materials must be submitted via email to info@racketsports2018.com or onsite in the Speaker Ready Room (uploading/slide preview), the day before the presentation, **but no later than 3 hours prior** to the start of the presentation's session. Presentations will be transferred directly to the session rooms (presentations will not be accepted directly in the session rooms for uploading).
5. Technician will assist with the upload of your files and provide the opportunity to preview the presentation as necessary.
6. On the day of your presentation:
 - a. Arrive the meeting room and contact the Chairperson or Co-chair of the session at least 10 minutes before the beginning of the session.
 - b. Please check the final program to confirm the date, time, room and order of your presentation. If there is any problem, please contact the session Chair or on-site staffs.
 - c. Reserved seats will be at the front of the meeting room. Please ensure that you sit at the reserved seats with easy access to the stage.
 - d. Ensure that you keep to the time allocated to you, as it will cause disruption to sessions if you run over the time.
 - e. Please make sure you submit the final version of your presentation before entering the meeting room. No changes will be eligible in the meeting room

If you need assistance, please contact Chairperson or Co-chair of the session in the room.

We recommend you to send your presentation by May 23rd at latest to info@racketsports2018.com with subject: WCRSS2018– Oral Session identifier. For example, WCRSS2018 – Oral Session O1-1 or otherwise please strictly follow the instructions for onsite uploading.