



SPEAKERS' KIT (Oral – In Person)

**The 9th International Conference of Asian Society for Precision
Engineering and Nanotechnology (ASPEN)**

Nanyang Executive Centre (NEC)

Nanyang Technological University, 60 Nanyang View, Singapore 639673

15 – 18 November 2022



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GENERAL INFORMATION

Event Date:	15 – 18 November 2022
Time:	8.30am – 7.00pm, Singapore time (GMT+8)
Venue:	Nanyang Executive Centre (NEC) Nanyang Technological University, 60 Nanyang View, Singapore 639673 (Click here on how to get there)
Expected No.:	Approx. 230 physical participants and 100 virtual participants
Website:	http://aspen2022.com/

POINT OF CONTACT

Contact Person : Ms Ashley Pang

Email : secretariat@aspen2022.com

OPENING HOURS

Event Venue

Location	Date/ Day	Time
Registration Level 1, Auditorium Foyer	15 November 2022, Tuesday	7.30am – 6.00pm
	16 November 2022, Wednesday	
Poster Showcase Level 1, Foyer	17 November 2022, Thursday	



IMPORTANT NOTES

1. Presentation Slides

- You are encouraged to submit the presentation slides to the event secretariat by **10 November 2022, 5.00pm GMT +8**.
- Submitted presentation slides will be pre-loaded into the designated presentation laptop. Presenters who wish to test their presentation slides, can do so during before the programme commences in the morning or during the break before their presentation session.
- To avoid font issues, all fonts should be embedded in the presentation slides. Please refer to the next page for guidelines.
- If there are videos to be played during the presentation, please send us a copy of the video separately in either mov/avi/mp4 format
- All presentation slides are to be prepared and formatted in 16:9 format. Please refer to the next page for guidelines.

Format your filename as <Day>_<Time>_<First Name> <Last Name>

E.g. 1_1300_Sophie Chong

***NOTE: Please save your file in PPT format (.pptx)**

2. Time-Keeping

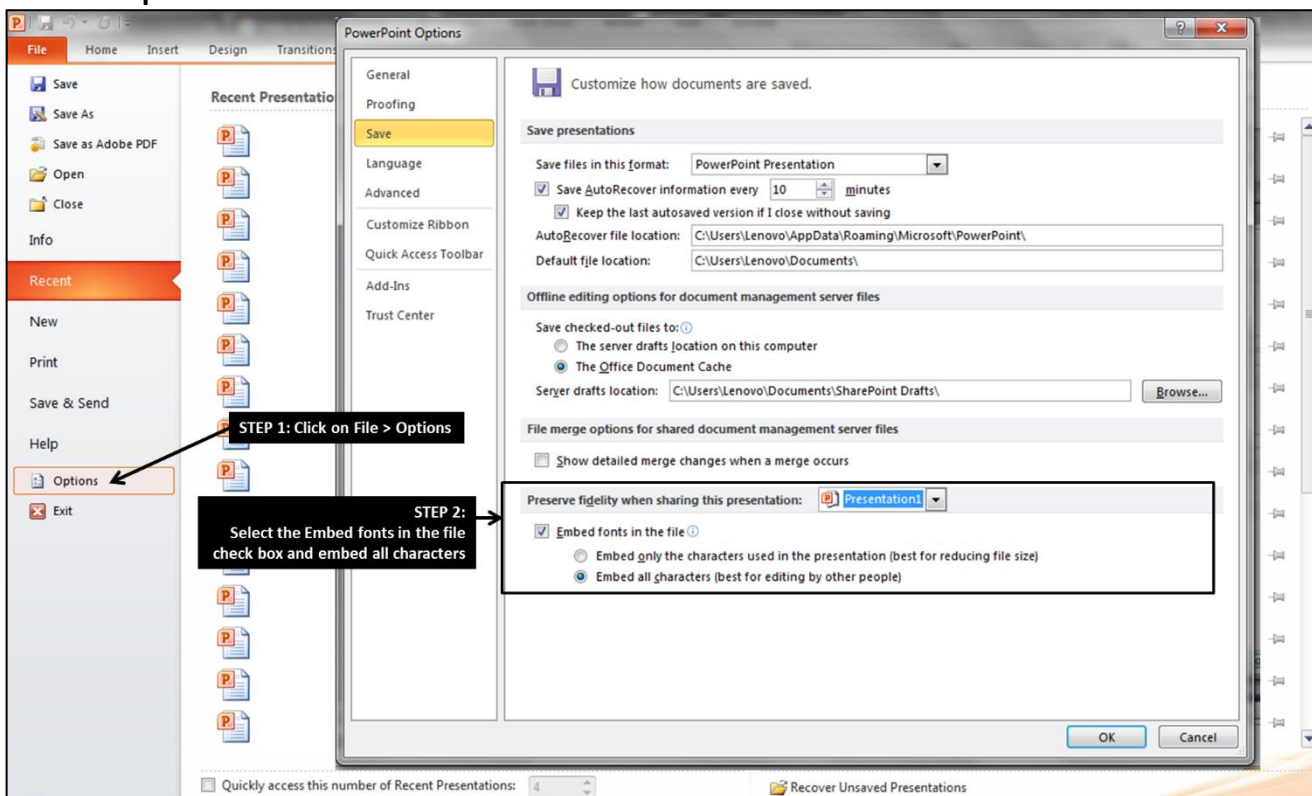
Presentation Time allocated:

- Plenary Speaker: **40** mins (35 mins + 5 mins of Q&A)
- Invited Speaker: **30** mins (25 mins + 5 mins of Q&A)
- Authors: **15** mins (10 mins + 5 mins of Q&A)



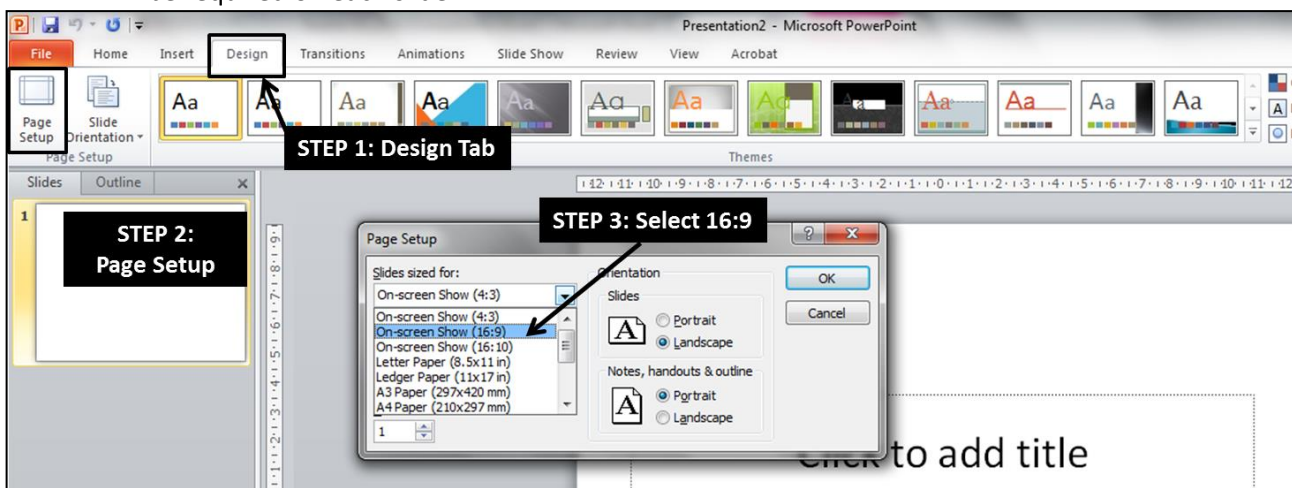
3. Presentation Format Setup Guidelines

- **Steps to embed fonts in PowerPoint**



- **Steps to change size of presentation slide**

Note: Changing from original 4:3 to 16:9 may cause presentation content to be distorted. Manual adjustment will be required on each slide.





SPEAKER'S CHECKLIST

We look forward to your reply on the following:

✓	ITEMS	PLEASE INDICATE
<input type="checkbox"/>	1 Submission of Presentation slides (16:9 format) <i>Please refer to Page 7 for guidelines to prepare your slides in 16:9 format</i>	Submission by 10th November, Thursday
<input type="checkbox"/>	3 There will be video in the presentation. If Yes, please ensure that the video format is either mov/avi/mp4	Please Indicate (Yes/ No) If Yes, please send it along with your slides.

For further enquiries, please contact Ashley Pang:

Email: secretariat@aspen2022.com