CAES INTERNATIONAL CONFERENCE | 1-3 JUNE, 2017
FACES OF ENGLISH 2:
TEACHING AND RESEARCHING ACADEMIC AND PROFESSIONAL ENGLISH

CAES
Centre for Applied English Studies

Room 6.60, 6/F, Run Run Shaw Tower, The University of Hong Kong, Pokfulam, Hong Kong
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GUIDELINES FOR PAPER PRESENTATION/ WORKSHOP/DEMONSTRATION/COLLOQUIUM

Paper presentation/workshop/demonstration/colloquium sessions will take place at Meng Wah Complex at The University of Hong Kong from 1 June to 3 June 2017. Each of the presenters will have different length of presentation in accordance with the presentation format. The general principles are:

> Paper presentation – 20-minute presentation + 5-minute Q & A
> Workshop – 50 minutes (including Q & A)
> Colloquium – 50 minutes (including Q & A)
> Demonstration – 15 minutes (including Q & A)

All presenters should have received their presentation details via our email notification. Please visit http://caes.hku.hk/facesofenglish2/programme-overview for the conference programme from 15 April 2017.

Presenters must register and pay by 1 March 2017. It will be assumed that presenters not registered and paid by this date have withdrawn from the programme and their presentations will not appear in the Conference Programme.

Before the Presentation

1. If the presentation has embedded audio or video files with .avi, .wmv, .wma, .mov, .mpeg, .mp3 file extensions, please make sure they are compatible with Windows Media Player.
2. Presenters are advised to bring their presentation file in a portable format (USB/Flash Drive/CD) and come to the assigned presentation rooms to pre-load their PowerPoint presentation at least **15-30 minutes earlier** before the presentation starts.

During the Presentation

1. The Chairperson of the session will introduce the name and the affiliation of each presenter and the topic before the presentation.
2. The presenter can start the presentation after the introduction.
3. For **Paper Presentation**, the Chairperson will give a signal when 2 minutes are left for the presentation. The Chairperson will give another signal when the allocated time (i.e. 20

minutes) is over. The presenter has to stop the presentation when the second signal is given. The Chairperson will then invite 1-2 questions from the floor.

4. For **Workshop/Colloquium**, the Chairperson will give a signal when 5 minutes are left for the session. The Chairperson will give another signal when the allocated time (i.e. 50 minutes) is over. The presenter has to stop the presentation when the second signal is given. Toward the end of the session, the presenter can invite 2-3 questions from the floor.

5. For **Demonstration**, the Chairperson will give a signal when 1 minute is left for the session. The Chairperson will give another signal when the allocated time (i.e. 15 minutes) is over. The presenter has to stop the presentation when the second signal is given. Toward the end of the session, the presenter can invite 1-2 questions from the floor.

6. Do not exit your PowerPoint presentation until the end of the Q & A session.

Information of Audiovisual Equipment

1. Computers with Microsoft Windows 7 and Microsoft Office, LCD and computer projectors, visualizer, DVD Playback and microphones are included in each session room. Details of the software available at the presentation rooms can be found online at http://www.its.hku.hk/services/tl/les/pcstations/teacher-pc/software.
2. Please bring your own laser pointer if you wish to use one.
3. If you use Apple MAC, please bring your own adapters and cables, we won't be able to provide them.

Information of Printing Facilities

Self-paying photocopying service is available on 2/F., Chong Yuet Ming Amenities Centre.

No-Shows

If you are not able to fulfill your commitment, please contact the conference secretariat at facesofenglish@hku.hk before 1 May 2017.