

REGISTRATION GUIDELINES FOR IRC 2018

1. Registration counters will be open at **KLCC LEVEL 3**, 3rd Sept 10am – 5pm, 4th Sept 9am – 5pm, 5th Sept 9am – 12pm.
2. Please present your **Registration Summary** which includes your registration details and another form of ID.
3. Upon verification, you will be handed your name tag, the conference proceedings, 1 conference backpack voucher and 3 color coded lunch vouchers.
4. Please proceed to Room 302-303 to collect your Conference Backpack (Voucher Only).
5. ENTRANCE TO CONFERENCE LUNCH IS VIA COLOR CODED VOUCHER ONLY. PLEASE USE THE CORRECT VOUCHER. We are not responsible if you are denied entry on subsequent days if your voucher is wrongly used.
6. Entrance to the Conference Dinner is by Invitation Card only. You will receive it during registration if payment has been made.

PRESENTATION GUIDELINES FOR IRC 2018

Instruction for Oral Presenters

1. Language Presentations as well as all audio-visual material should be presented in English
2. General instructions
 - a. All presentations are held in Microsoft PowerPoint 2013 (and earlier) on a PC running Windows 7 or 10. If you are using other software than Microsoft Power point on a PC running Windows (example : Open Office, Powerpoint for Mac, Keynote) please make sure your presentation is converted to Microsoft Power point for Windows PCs
 - b. **Presentations in Acrobat PDF format, Word format, Keynote or Prezi are NOT accepted**
 - c. Speakers are kindly requested to respect the allotted time to guarantee a smooth running of the sessions.

Time Allocation

Speakers types	Allocated Time
Plenary lectures	40min.
Regular papers	20min unless otherwise stated

- Each of the oral presentations are allocated time for the presentation and the questions and discussions. The 20 minutes presentation includes introduction of the speaker by the Chairperson, presentation and QnA / discussion.
- A 5min warning will be give at the 15min mark and a bell will sound at for a full stop at the end of the session.
- All the presenters are requested to present according to the allocation of presentation time.
- d. The use of personal laptops, iPads, etc (MAC and PC) for presentations in the conference rooms will not be allowed.**
- e. In the Speakers Preparation Room, a technician assists the speaker to transfer his or her presentation into the conference session.
 - i. Speakers presenting on 5th Sept are required to submit your MS Powerpoint presentation to the Speaker Preparation Counter outside Room 302-303 on 4th September between 11am -5:30pm.
 - ii. Speakers presenting on 6th Sept are required submit your MS Powerpoint presentation to the Speaker Preparation Room in Room 307 on 5th September between 9am – 5pm.
 - iii. Alternatively you may email us a copy of your MS Powerpoint Presentation to papers@irc2018.com .
- f. When the transfer is complete, the technician performs a quick run of the presentation with the speaker to check whether the presentation runs correctly and all parts of the presentation are copied.
- g. When the presentation is launched, the speaker has control and can navigate with a remote device.
- h. Disclaimer: The organizer is not responsible for the information presented. Selection and publication of papers in Technical Journals is at the Journal's discretion.

Instruction for Poster Presenters

1. Poster Board

- a. Please prepare the poster according to A0 size portrait (800 mm width and 1200 mm length)
- b. Each poster must include all the information
 - i. Title
 - ii. Authors and Institution
 - iii. Abstract
 - iv. Introduction
 - v. Methodology
 - vi. Results & Discussions
 - vii. Conclusion
 - viii. References
- c. Posters should be displayed on the boards using double sided tape distributed in the Poster Session area. No pushpins or staples are permitted on the boards.

2. Poster Display

- a. Poster board will be available from 8.00 a.m. on 5 September 2018. All authors are responsible for displaying their poster materials **by 10 am on 5 September 2018**.
- b. Please remove your poster materials **by 16:00 on 6 September 2018**
- c. Any posters and business cards remaining after 16:00 will be removed and disposed of by the Secretariat.
- d.

3. Presentation Time

- a. Poster Session will be held
 - i. 5th September 2018
 - 1040-1100
 - 1320-1340
 - 1520-1540
 - ii. 6th September 2018
 - 1040-1100
 - 1320-1340
- b. All poster sessions will be conducted simultaneously by different sets of judges during the above 3 allotted times. Presenting Authors must remain in the vicinity of the poster board during the obligation time to answer questions.