

Presentation Guideline for onsite speakers

Offline Presentation Guidelines *Only for Speakers

► **Presentation PPT or PDF file**

- File Format: MS PowerPoint / **4:3 ratio**
- Please includes the font, sound source, and video (if needed)
- Submit your file to heti2021seoul@gmail.com by **NO LATER THAN May 21st (Fri), 2021.**

NOTE

- ※ *If any changes occur after the submission, please notify the Secretariat.*
- ※ *If you use your personal laptop (Mac) for the presentation, you must bring your own connector and notify the Secretariat.*
- ※ *Please send the presentation material that is to be used at the session and the font to the secretariat prior to the session. All PowerPoint Presentations and Papers will be submitted to the Secretariat before the deadline so they have time to make their necessary preparations for simultaneous interpretation and to check any copyright issues.*