

# PACIS 2016 Presentation Guidelines

First of all, we would like to welcome all of you to PACIS 2016, Chia-Yi, Taiwan. Thank you for presenting your studies in the conference. To make sure that all sessions run smoothly, we provide the following brief guidelines for all authors to follow:

## Completed-Research Papers

1. Completed Research papers will be scheduled for oral presentation in regular sessions, where each session is allocated 1 hour and 30 minutes for THREE paper presentations.
2. Every conference room will be equipped with a PC (with Microsoft Office) and a data projector (connected to the PC). Please try to arrive at the meeting room of your presentation session 10 minutes before the start of the session, so that you can upload your powerpoint file onto the computer for presentation, and make sure that your file runs appropriately.
3. Please introduce yourself to your session chair so that the session chair will know who is presenting the paper.
4. Please make sure that you finish your presentation in 20 minutes and leave last 10 minutes for Q&A.

## Research-in-Progress Papers

1. Research-in-Progress papers will be scheduled for oral presentation in regular sessions, where each session is allocated 1 hour and 30 minutes for FOUR paper presentations.
2. Every conference room will be equipped with a PC (with Microsoft Office) and a data projector (connected to the PC). Please try to arrive at the meeting room of your presentation session 10 minutes before the start of the session, so that you can upload your powerpoint file onto the computer for presentation, and make sure that your file runs appropriately.
3. Please introduce yourself to your session chair so that the session chair will know who is presenting the paper.
4. Please make sure that you finish your presentation in 15 minutes and leave last 5 minutes for Q&A.

## Posters

1. Poster papers will be scheduled for presentation in poster sessions, where multiple papers will be placed in each poster session for 1 hour and 30 minutes. Poster sessions will be held in parallel with regular sessions.
2. Please try to arrive at the meeting area of your poster session 10 minutes before the start of the session, so that you can setup your posters appropriately.
3. The author(s) is required to put up a poster on a poster space and share research findings with conference participants in the poster session assigned to the paper.
4. Author(s) of accepted poster papers will be required to bring poster-size presentations (in LARGE TYPE format, with a maximum overall size of 95 cm (width) x 195 cm (height) for display at their interactive session.
5. During your poster session, please be around the poster board designated to you in order to interact with participants who are interested in your study.
6. After your poster session, please help remove your posters from the board, so that the author(s) of the next poster session can put their posters on the board.