



NOTES FOR DELEGATES & PRESENTERS



香港城市大學
City University of Hong Kong
專業·創新
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For The World

ais Department of
Asian and International Studies
亞洲及國際學系



Asia-Pacific Conference 2016, Hong Kong 25 - 27 June

NOTES FOR DELEGATES

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1. Registration & Information Counter Opening Hours

The conference registration & information counter will be situated outside the **Wong Cheung Lo Hui Yuet Hall, Floor 5, Academic 3**, City University of Hong Kong, and is open as follows:

Friday, 24 June, 2016	11:00 am to 1200 noon & 4:00 pm to 6:00 pm
Saturday, 25 June, 2016	8:00 am to 6:30 pm
Sunday, 26 June, 2016	8:00 am to 7:00 pm
Monday, 27 June, 2016	8:00 am to 4:00 pm

*** PLEASE REMEMBER TO BRING YOUR REGISTRATION CONFIRMATION TO CHECK-IN AT THE REGISTRATION & INFORMATION COUNTER. You will receive your identification badge with a conference kit on your arrival at the conference.*

2. Identification Badges

Please wear your identification badge at all times during the conference. Your badge will serve as your admission to all conference sessions. Entry without a badge may be denied. ALL badges are non-transferable. Any loss of an identification badge should be reported immediately to the registration & information counter.

3. Opening and Closing Plenary Sessions

The opening and closing plenary sessions will be held at 9:00 am on Saturday, 25 June and at 2:00 pm on Monday, 27 June respectively at **Wong Cheung Lo Hui Yuet Hall, Floor 5, AC3**.

4. Panel Sessions

All panel sessions will take place at lecture theatres and classrooms on the **Floor 4 (University Concourse)** and **Floor 5, AC1**. For details please refer to the Conference Program.

5. Punctuality

In order not to delay the proceedings of the Conference, we specially request your cooperation to be punctual in your attendance.

NOTES FOR DELEGATES

6. Sound Emitting Devices

As a courtesy to our speakers and other delegates, please switch off any sound emitting devices (cellular phones, pagers, watch alarms...) during all the conference sessions. You are kindly requested to leave the room if you must answer your phone. Your cooperation is greatly appreciated.

7. Official Language

The Conference official language is English. No simultaneous interpretation will be provided.

8. Coffee / Tea Break

Coffee and tea will be served outside **Wong Cheung Lo Hui Yuet Hall, Floor 5, Academic 3**, during the designated time.

9. Conference Reception

The conference reception will be held on Sunday, 26 June 2016, on a first-come-first-served basis, at 6:00 pm outside **Wong Cheung Lo Hui Yuet Hall, Floor 5, Academic 3**. There will be lion dance performance at the reception.

10. People with Special Needs

Every effort is made to ensure people with special needs are catered for. Should you require any specific assistance, please ask at the Registration & Information Counter.

11. Smoking-free Environment

Smoking is prohibited on campus.

12. Personal Property

Please take good care of your personal belongings. Do not leave them unattended. The conference organisers will not be responsible for any loss or damage of your personal properties.

13. Travel Insurance

Conference delegates are responsible for taking out travel insurance to cover their participation at the conference. The conference organisers and committees undertake no financial or legal responsibility for any type of risk concerning or affecting the delegates' safety in participating at the conference.

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14. Wifi Access



Free Wi-Fi service will be available for delegates throughout the conference venue.* The log-in details will be contained in the conference pack.

**Please bear with us if you have trouble connecting to the Wi-Fi, as this may be due to the volume of people and number of devices being used.*

15. Adverse Weather Arrangements

Please read the details on the special arrangements during adverse weather conditions.

Typhoon / Rainstorm Warning Signal	Arrangements
Typhoon Signal No.1 or No.3 / Amber or Red Rainstorm Warning is in force.	The Conference will proceed as scheduled.
Typhoon Signal Pre-No.8 or above / Black Rainstorm Warning issued:	
At or after 7:00 AM	Morning sessions with commencement time before 2:00 PM will be suspended.
At or after 12:00 noon	Afternoon sessions with commencement time at or after 2:00 PM but before 6:30 PM will be suspended.
At or after 4:00 PM	Evening activities / sessions with commencement time at or after 6:30 PM will be suspended.
Black Rainstorm Warning is in force when the Conference already in progress.	The sessions will continue. All conference participants and staff are advised to remain indoors in a safe environment.
Typhoon Signal Pre-No.8 or above Warning is issued when the Conference already in progress.	Conference will be terminated as soon as practicable. All conference participants and staff are advised to leave as soon as possible.



If Typhoon Pre-No.8 or above or Black Rainstorm warning are raised:

- Check ISA Conference official website repeatedly. More information will be uploaded as soon as we know.
- Sessions may be rescheduled – either with more rooms (where available) booked or sessions run in lunchtimes or in the evenings (as possible).
- Participants need to be aware that options for rescheduling will be explored but that the restrictions imposed by adverse weather are defined by Labour Department of the Government of the HKSAR.

16. For Enquiries and Latest Information on the Conference

URL: www.isanet.org/Conferences/Asia-Pacific-Hong-Kong-2016

Tel: (852) 3442-6355; Email: isa.hk2016@cityu.edu.hk

NOTES FOR PRESENTERS

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1. Punctuality

- I. Please be punctual.

2. Presentation Time

- I. For the **3-person panel**, each presenter will be given 20 minutes for paper presentation plus 30 minutes for Q & A.
For the **4-person panel**, each presenter will be given 15 minutes for paper presentation and 30 minutes for Q & A.
For the **5-person panel**, each presenter will be given 12 minutes for paper presentation and 30 minutes for Q & A.
- II. Due to the tight schedule, it is impossible to extend your time even you have technical problems during presentation.

3. Submission of PowerPoint Presentations

- I. Presentations **must be submitted in advance** of the conference to the HK Secretariat Office via email to: isa.hk2016@cityu.edu.hk **no later than Thursday, 16 June, 2016.**
- II. Presentations may only be given as PowerPoint presentations. No other audio-visual medium (e.g., slide, video, or overhead) or software is allowed.
- III. Name your PowerPoint file with “the session code_the primary author’s last name & first initial”, e.g., “TA04_Thomas N”.
- IV. Please bring one copy of your presentation to the conference on a USB media storage. This copy may be used as a backup by you or the conference organizers if required.

NOTES FOR PRESENTERS

4. Acceptable File Format

- I. Microsoft PowerPoint Presentation (2007/2010/2013) format. **Do not save** your file as a PowerPoint Show (.pps) file.
- II. All presentations must be able to run on the Windows 7 operating system.
- III. Conference organizers will load all presentations on conference computers. Presenters would NOT able to use their own laptop computers.

5. Others

- I. Please bring sufficient copies of handouts/papers with you. No printing service will be provided in the Conference.