

### ICTMAS Full Paper Submission Guideline

- Submit full paper using format **Paper code\_ICTMAS\_first author.doc** (Ms. words 2013 and above) and must be in the range of 8-10 formatted pages.

### ICTMAS Oral Presentations Guideline

- Oral presenters for all topics will be decided two weeks before the event according to the final ICTMAS committee agreement and will be updated on the website
- All presenters are required to transfer their presentation slide show files to organizing committee during the registration session. Please prepare the needed files in a USB stick for transfer process. (file name format: **Paper code\_ICTMAS\_first author.ppt**)
- Presenter is not allowed to disconnect the laptop provided by organizing committee and connect to another/own computer/laptop
- Presenters having their presentations made on non-Windows operating systems (Apple, Linux, etc) have to ensure their presentations will work properly on laptop provided by organizing committee in at least two hours before the session started to stay on scheduled time
- Each presenter has 10 minutes for presentation session, and 5 minutes for discussion (15 minutes in total)
- Presentation slides must include short CV of presenter, research title, introduction (background and objectives), data and methodology, result and discussion, and conclusion

### ICTMAS Poster Presentations Guideline

- Poster must be installed by presenters at the poster area which will be identified by the paper code based on schedule
- Poster must be printed by presenters using a standard A0 format with portrait orientation
- The poster session will be held in one hour. All presenters should use allocated time to present and always be available for discussion of presenter's poster
- Under any circumstances, the committee is not obligated to cover poster printing and shipping fees.