

*Presenters: Please Fax the completed form to (852) 2358-0054 by November 27*



**3rd Asia Pacific Conference on  
Sustainable Energy and Environmental Technologies  
3-6 December 2000**



**Organized by:  
Hong Kong University of Science and Technology**

**INSTRUCTIONS TO ORAL PRESENTERS**

To ensure the smooth running of the oral sessions, it would be helpful for the organisers to have advance knowledge of your intended presentation medium.

Facilities for the following presentation types are available at the Kowloon Shangri-La Hotel:

- Overhead transparencies
- 35mm slides
- Powerpoint 2000

Presenters using powerpoint 2000 and 35mm slides should approach the session chairman at least 2 hours before the start of the session to ensure preloading of your presentation materials.

Powerpoint 2000 should be fully compatible with earlier issues of Powerpoint. You can use your own notebook or use the conference PC for the powerpoint presentation. In the latter case, if you are using an Apple Mac to prepare your presentation please convert it to run on a PC (Windows) as Mac facilities are not available in all theatres.

Please bring your presentation on a floppy disc, CD-ROM or ZIP disc.

Name \_\_\_\_\_ Day \_\_\_\_\_ Time \_\_\_\_\_

Paper title \_\_\_\_\_

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Presentation Type	Overhead Transparencies		35mm Slides		Powerpoint	
					Floppy Disc	
				Electronic medium	CD-ROM	
					ZIP disc	
					Use your own notebook	