



Hong Kong Society
for Transportation Studies



Department of Civil and Environmental Engineering
The Hong Kong University of Science and Technology

**THE ELEVENTH INTERNATIONAL CONFERENCE ON
ADVANCED SYSTEMS FOR PUBLIC TRANSPORT
(CASPT 09)**
www.caspt09.org

NOTES TO PRESENTERS

1. SESSION ORGANIZATION

The total duration of each presentation is 25 minutes, of which the first 20 minutes are for presentation while the remaining 5 minutes are for questions and answers (Q & A). However, depending on the availability of time, Q & A will be handled flexibly by the session Chairperson. In some cases, Q & A will only be entertained at the end of each session.

2. PRESENTATION EQUIPMENT

A LCD projector and a laptop computer will be available. The laptop computer provided will run under the Windows operating system, with Microsoft Office 2003 installed. If your presentation requires another operating system (e.g. Linux, Apple), please bring your own laptop. If your presentation files are prepared using Microsoft Office 2007, please convert them to the version of Microsoft Office 2003. For other equipment request, please submit an ***Equipment Request Form*** downloadable from the conference webpage: www.caspt09.org.

3. ON-SITE PREPARATIONS

Presenters are requested to show up in the designated presentation venue **10 minutes prior** to the session for setting up and testing the connection with the projector. If presenters plan to use the laptop computer provided, please provide the presentation files to the helpers before the session start time. The presentation file should be saved on a CD or a USB device.