



## HONR4000 Honours Project Guidelines for Undergraduate Honours Project Symposium – Oral Presentation

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1. Each presenter should wear formal attire for the oral presentation.
2. Prior registration is required. Presenters should check-in at the registration desk before their start of presentation. Detail of the registration schedule and venue will be announced through the HC General Office.
3. Each presenter should arrive at the presentation venue at least 15 minutes before the start of their assigned session.
4. Each oral presentation will last for 25 minutes, of which 20 minutes for research project presentation and 5 minutes for Question-and-Answer session.
5. Each oral presentation must, and will, begin and end on time. Presenter should be responsible for the consequences of his/her late arrival.
6. All oral presentations should be conducted in English. Chinese is acceptable only with the prior approval from his/her project supervisor(s).
7. Each presenter should prepare his/her PowerPoint file for the oral presentation.
8. Laptops used for the Symposium are PC-based. All presentation must be PC-compatible. Mac compatible equipment will not be provided.
9. Any pieces of equipment can fail. Please be prepared to present, even if the equipment fails.
10. Presenter is encouraged to review the presentation at least 24 hours before the scheduled presentation.
11. Presenter is highly encouraged to stay to support his/her peers after his/her own presentation.