



HONR4001 Honours Project Guidelines for Honours Project Symposium – Oral Presentation

1. Each presenter should wear formal business attire for the oral presentation.
2. Prior registration is required. Each presenter should check in at the registration desk before beginning of the presentation session. Details of the registration schedule and venues will be announced by the HC General Office.
3. Each presenter should arrive at the presentation venue at least 15 minutes before the start of their assigned presentation session.
4. Each oral presentation should last for about 20 minutes, of which 15 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. The presenter should be responsible for the consequences of his/her late arrival.
6. All oral presentations should be conducted in English. Chinese/Portuguese is allowed for those Honours Projects that are conducted in Chinese/Portuguese.
7. Each presenter should prepare his/her slides for the oral presentation.
8. Notebook computers used for the Symposium are Microsoft-based. 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. The presenter is encouraged to review the presentation multiple times at least 24 hours before the scheduled presentation.
11. The presenter should participate throughout the whole presentation session, and is encouraged to participate in other presentation sessions of the symposium.