



Satellite Conference

The Fourth Asian Conference on Nonlinear Analysis and Optimization

Dear [Speaker](#):

Thank you for your contribution to **ICM Satellite Conference 2014: The Fourth Asian Conference on Nonlinear Analysis and Optimization**. We are pleased to inform you the scheduled time for your oral presentation. General information for speaker is also annexed.

Oral Presentation Information

- ✧ Keynote Speech: 45 mins
- ✧ Parallel Session: 25 mins

General information

1. Secretariat & Preview Room

Location: 2F, General Hall

Open Hours:

Tuesday	Aug. 5, 2014	10:00-17:00
Wednesday	Aug. 6, 2014	08:30-17:00
Thursday	Aug. 7, 2014	08:30-17:00
Friday	Aug. 8, 2014	08:30-15:30

2. Your presentation file can be registered at anytime during the meeting at Secretariat & Preview Room. We recommend that you bring the file on the day before your presentation to avoid delay. Your presentation must be previewed at least 60 minutes prior to scheduled presentation time.
3. If you are the presenter of the first session in the morning, please come to the Office 30 minutes prior to your presentation.

Important notes when creating presentation slides

1. Please name your file as "Session Number and (Speaker's Name)", e.g., "I-A (John smith)".
2. Screen resolution of the PC at the conference room is set to XGA (1024 x 768). Please check your presentation file at the same resolution.
3. If your presentation contains linked audio or movie files, please save the files in the same folder.



4. Please note that all movie data should be playable by Windows Media Player 9 on Windows 7 without any extension.
5. After you create the presentation file, please check the file with an antivirus software.

Please bring your presentation slide on a USB

1. The Symposium computers are being supplied with Window 7 and Office 2010. The following operating systems are acceptable.
Applications: Power Point 2003, 2007
2. You may bring only USB memory stick
*Please note that other devices are not acceptable.
*Please check your file with an antivirus software.
3. If you have any audio or video in your presentation, please inform the operators.
4. **Macintosh Users:** Symposium doesn't provide Macintosh computer, please note that you need to supply your own and confirm that it has a **VGA socket** for external device. Please check it in the conference room where your lecture is taking place before the start of the session, or during a coffee break prior to your session.

Please feel free to contact the Secretariat (2014icm@gmail.com) if you have any question.

We sincerely welcome your attendance at the 2014 ICM-NAO.

With kind regards,

Secretariat Alice Tsao
2014 ICM-NAO
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