
BUCA'S CONFERENCE 2016

Oral Presentation Guidelines

TIME ALLOCATED

Your presentation has been scheduled for 15 minutes (10-12 slides). The discussions and questions session will be placed at the end of the panel presentation. In the interest of fairness, please ensure that you keep your allocated time frame. Please be advised that presentations exceeding the limit will be cut off by the moderators in the interest of time. You are encouraged to rehearse your presentation with slides in advance to ensure your presentation fits within the allocated time.

AUDIO-VISUAL EQUIPMENT

There will be a Windows based laptop computer that will be available in the session room. Apple computers will NOT be available. However, presenters are allowed to use their own laptop computers, but you **MUST BRING** your own adapter with you.

For those who wish to use our computer, presentations may only be given as PowerPoint or PDF presentations. No other audio-visual medium (e.g. slides, video, or overhead) or software is allowed. Prepare your presentation as a single Powerpoint/PDF file to run on a compatible computer as a Microsoft Office 2010 format file. Computers available will run PowerPoint 2010. Save your file as a normal PowerPoint file (.ppt). Do not save your file as a PowerPointShow (.pps) file. Conference computer will run on Windows 7.

The following audio-visual equipment will be provided in the presentation room

- Projection Screens
- Data projectors
- Microphones
- A PC Laptop running Microsoft Office 2010

POWERPOINT PRESENTATIONS

Submission of your presentation prior to the Conference is strongly recommended. Presentations are to be saved in a compatible format and emailed to bucaconference@bu.ac.th no later than 29th June 2016. Name of your PowerPoint file will be the primary author's first name, e.g. James.

Bring one copy of your presentation to the conference on a USB media storage device. This copy is to be used as a back up by you and the conference organisers if required. As an additional backup measure, consider saving an extra copy of your presentation on your web-accessible local server. Conference organisers will load all the presentation on conference computers.

SPEAKER PROCEDURES

If you have emailed your presentation, click the link below to confirm that your presentation file is loaded. Please ensure that you have a copy of your presentation on a USB as a backup.

<https://drive.google.com/a/bu.ac.th/folderview?id=0ByYAmkA7ohLydXRNOTBCSm5abWs&usp=sharing>

The session moderator will time your presentation and give you a warning signal at 5 and 1 minutes remaining. In the interest of keeping the sessions to time, the session moderate will stop presentations that run over time.

STYLE OF PRESENTATION

The organising committee of the Conference would like to encourage all presenters to maintain a 'conversational' style of presentation rather than reading from a prepared script. The aim of the Conference is to share information and ideas, and to generate discussion amongst attendees.

FURTHER ASSISTANCE

Should you require any further assistance, please contact the Conference Organising Committee
Email: bucaconference@bu.ac.th

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Research Paper Template

The following are the paper writing guidelines the upcoming conference "Creative Industries in Asia: Innovating within Constraints". To start with we ask that you use the APA 6th version for your paper style. (See link <https://www.youtube.com/watch?v=dGUfeM91mW8>)

The word length guide is 3000-5000 words and should match the paper structure below. Should you choose to submit a shorter paper they must still match the paper structure below. This is to ensure that it meets the criteria of the Higher Education Commission of Thailand regarding academic research. Otherwise we are unable to include your paper for publication in our conference proceedings.

TITLE IN ENGLISH (SIZE 16 PT.)

FIRST AUTHOR, CO-AUTHOR (16 PT.)

FIRST AUTHOR AFFILIATION

DEPARTMENT OF _____, FACULTY OF _____,
UNIVERSITY (14 PT.)

CO-AUTHOR AFFILIATION

DEPARTMENT OF _____, FACULTY OF _____,
UNIVERSITY (14 PT.)

CORRESPONDING AUTHOR, E-MAIL: SAMPLE@STOU.AC.TH (14 PT.)

ABSTRACT (12 PT.)

(CONTENT 12 PT.)

TYPING ABSTRACT FROM HERE WITH TIMES NEW ROMAN 16 PT. (THE WORD LENGTH OF ABSTRACT SHOULD NOT MORE THAN HALF OF A4 OR 400 WORDS)

KEYWORDS: TYPING KEYWORD(S) FROM HERE WITH TIMES NEW ROMAN 16 PT. (3 KEYWORDS) . _____

INTRODUCTION (12 PT.)

(CONTENT 12 PT.)

ARTICLE CONTENT (12 PT.)

1. TITLE (12 PT.) (CONTENT 12 PT.)

1.1. SUB TITLE (12 PT.)

1.2. SUB TITLE (12 PT.)

TABLE 1 TABLE NAME (12 PT.) (IF THERE IS)

RESOURCE: (IF THERE IS)

FIGURE 1 FIGURE NAME (12 PT.) (IF THERE IS)
RESOURCE: (IF THERE IS)

CONCLUSIONS (12 PT.)

(content 12 pt.)

SUGGESTIONS (12 PT.)

(content 12 pt.)

REFERENCES (12 PT.)

THE FIRST LINE OF EACH REFERENCE BEGIN AT BORDER OF THE LEFT SIDE
AND USE 1 TAB FROM THE LEFT SIDE WHEN BEGINNING NEW LINE.