

## PPT-File Submission

In order to make oral presentations run smoothly at the EST2016 conference, we have created a new e-mail account to accept .PPT (PowerPoint) documents submitted before June 2nd, 2016. We would like to ask all oral presenters to submit their PPT files through the following steps from 1 to 5.

1. Save your PPT file for the conference presentation as ReferenceNumber-YourLastName.ppt. For example, if the presentation abstract reference number is 123, and your last name is Clinton, then your PPT file name should be  
  
123-clinton.ppt.
2. Write down your PPT file name in your email Subject line: "123-clinton.ppt" before you submit.
3. Attach the PPT file into the email.
4. Send the PPT file to [EST.PPT@gmail.com](mailto:EST.PPT@gmail.com)
5. You will receive a short auto-response from the email account [EST.PPT@gmail.com](mailto:EST.PPT@gmail.com) after sending the PPT file. If you don't receive the auto-response, please check the email address and re-send.
6. The submitted PPT documents will be downloaded by conference staff from [EST.PPT@gmail.com](mailto:EST.PPT@gmail.com) and uploaded to each computer used for oral presentation at ICEST2016.
7. Presenters will open their installed PPT files from the conference computer before they present.

Before the presenters leave home for the conference, please take the following actions if available:

- Save your PPT file into one USB drive stick or CD and bring it to the conference as backup.
- Bring your own laptop to the conference if available (this is not necessary but encouraged).