

# 報告清單

## Presentation Checklist



感謝您對第一屆華人身體素養學會國際研討會的支持 Thank you for your support in making 1st International Symposium of CPLA a success.  
需要更多資訊及幫助，請聯絡研討會組委會 [gloriazhao@cuhk.edu.hk](mailto:gloriazhao@cuhk.edu.hk) For further details or assistance, please contact the Symposium Organizing Committee(OC): [gloriazhao@cuhk.edu.hk](mailto:gloriazhao@cuhk.edu.hk)

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## 報告指南

### Presentation Guideline

- **PowerPoint及演講的語言:** 英語/普通話 (請通過回復該郵件確認您的演講語言)
- **PowerPoint應包括:** 標題和作者信息 (作者姓名、所屬部門、所屬機構、電郵)
- **演講時間**為30分鐘 (主題演講)、20分鐘 (專題報告) 和10分鐘 (口頭報告)
- 請提前熟悉**如何使用ZOOM** (包括但不限於: 共享屏幕, 開/關麥克風/鏡頭)
  - 建議您於**12月18日 (六) 14:00-16:00**通過我們的**ZOOM**連結參與排演, 調試設備
- 請在您的報告單元**至少30分鐘前**入座ZOOM會議室, 做好準備
- **主持人將在以下時間點對講者進行提示, 規則如下:**
  - 開始信號--開始時
  - 警告信號--演講結束前5分鐘 (主題演講及專題報告) / 2分鐘 (口頭報告)
  - 停止信號--演講結束時
- **在報告完畢後**, 演講者需要回答觀眾提出的問題 (交流時間: 主題演講15分鐘, 每個專題報告10分鐘, 每個口頭報告5分鐘)
  
- **Language of PowerPoint & Presentation:** English/Mandarin (Please indicate by replying to this email)
- **The PowerPoint should include:** Title and Authors' Information (Author's Name, Department, Affiliated Institution, E-mail)
- **Time:** 30min (for keynote speech) 20min (for thematic talk) and 10min (for oral presentation) shall be allotted for the presentations
- Please **be familiar with how to use ZOOM** in advance (including but not limited to: sharing screens, turning microphone/video on/off)
  - **You are highly recommended to access our ZOOM link on 18 Dec, 14:00-16:00 to participate in the rehearsal and commissioning of your equipment**
- Please be in ZOOM **at least 30 min before** your presentation session
- **The Moderators will arrange a timing system with the following rules:**
  - A beginning signal - at the beginning
  - A warning signal - 5min (for keynote & thematic talk) / 2min (for oral presentation) prior to the end of the presentation
  - A stop signal - at the end of the presentation
- **After each presentation**, an open discussion shall be followed during which the presenter should address the questions posed by the audience (discussion period: 15min for the keynote speech, 10min for each thematic talk, and 5min for each oral presentation)

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## 評獎

### Awards

- \*學術委員會將在研討會期間評選出三位優秀口頭報告獲獎者
- \*Three Outstanding Oral Presentation awardees will be selected by the Scientific Committee during the symposium

#### 優秀口頭報告的評審標準

- Criteria for Outstanding Oral Presentation**
- 內容和相關性 Content and Relevance 25%
- 應用的方法 Methods Applied 25%
- 結構與傳達 Organization and Delivery 20%
- 視覺展示 Visual Presentation 20%
- 回答問題的正確性及方式 Correctness and Manner of Answering Questions 10%
- Total 100%

#### A Declaration of Conflicting Interests 利益衝突聲明

- Dr Li Minghui and Dr Choi Siu Ming won't be selected as the awardees since they are committee members of the symposium
- 因為李明慧博士及蔡紹明博士是研討會委員會成員, 將不會成為獲獎者

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## 其它注意事項

### Other Information

- 請將PowerPoint最終版以.ppt形式於2022年12月19日22:00前發送至組委會 [gloriazhao@cuhk.edu.hk](mailto:gloriazhao@cuhk.edu.hk) (僅用於學術交流分享)
- 請使用統一的虛擬背景 (見附件) 並提前進行調試, 我們誠邀您於2022年12月19日08:40參與研討會合影 (提示: 請將系統地區修改為美國, 再重新打開ZOOM, 就會出現添加虛擬背景的功能)
- 請通過回復該郵件確認您的演講語言 (英文/普通話)
  
- Please send your PowerPoint's final version in the format of .ppt to our OC: [gloriazhao@cuhk.edu.hk](mailto:gloriazhao@cuhk.edu.hk) by 19th Dec 2022, 22:00 (for academic exchange and sharing only)
- Please use the unified virtual background (see attachment) and try it ahead of time, we sincerely invite you to join us on December 19, 2022, at 08:40 for a group photo (**Please change the system region to USA, then re-open ZOOM, the function of adding virtual background will appear**)
- Please confirm your speaking language (English / Mandarin) by replying to this email