The 3rd Summit for Democracy

Guidelines for Individual Event Organizers (for sessions other than booth exhibitions)

As of February 26, 2024

Overview

1. **Title**: Civil Society and Youth Event
2. **Date & Time**: March 19 (Tue.) 2024, 9:00-17:00
3. **Location**: Conference Room E and Conference Room South, Coex
   (513 Yeongdong-daero, Gangnam-gu, Seoul, 06164, Republic of Korea)

Session Room Guideline

1. Staff will be present for technical support on the day of the event.
2. If you have any questions regarding presentation materials and equipment, please contact the information desk in front of Room No. 301
3. Please refer to the following pages for the setting and supplies provided for each session room.

Presentation Guideline

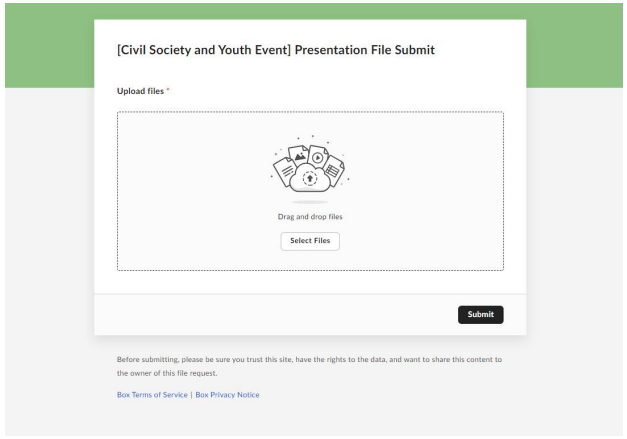
1. Preparing Presentation

- Languages: **ENGLISH** only
- Your presentation must be prepared in **PowerPoint (PPT) or PDF format only.**
    - The presentation slide formats are required to be in the ratio of **4:3 or 16:9**.
    - Fonts: There are no required types and sizes of fonts but try to avoid the use of non-standard Windows fonts or language-specific fonts. (Preferred fonts: Arial, Calibri, Verdana, Times New Roman)
    - If you use non-standard Windows fonts, please upload the font file (.zip file) separately when you submit your presentation materials.
    - Images: Make sure to insert pictures as JPG files (not PNG, TIF or PICT) and have a minimum resolution of 300dpi.
    - Video/Audio files: All video/audio files are required to be embedded in the presentation. Please also upload the original video/audio files (.mp4 .wmv .mp3 .wav formats only) when you submit your presentation materials.
- To avoid any issue with movies and loops with PowerPoint, presentation MUST be saved as .pptx, .ppt files.
- Apple (Mac computer) Users : Please give your filename an extension “.pptx, .ppt” (preferred version: newest version of PowerPoint). Check your presentation on a Windows-operated computer (preferred version: newest version of Window) before you upload it.
- The file name should be “**Session Title_Organization’s Name_Speaker’s Name_v1**”.

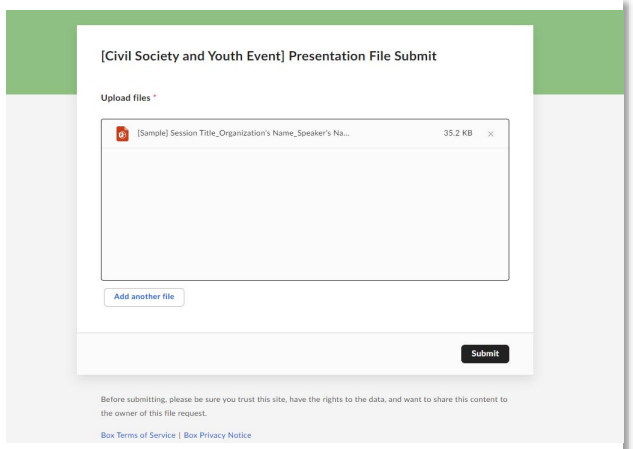
Presentation Guideline

2. Submission process to upload your presentation files.

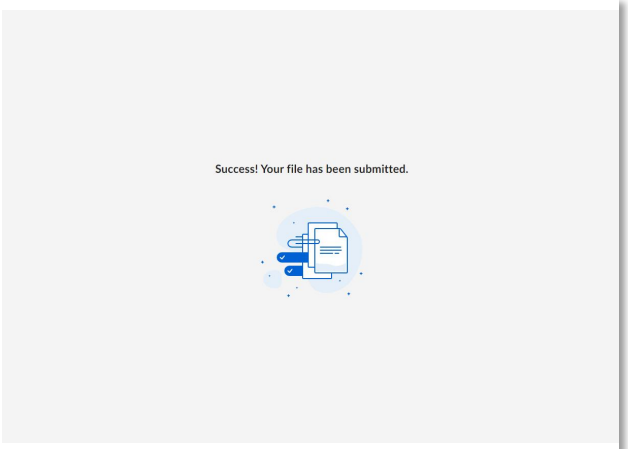
Please upload your presentation file via BOX by **March 13 , 2024**.



STEP 1. Go to BOX folder: https://s4dkorea.app.box.com/f/5d1cd1d37afa4f118bc1f0a0e3184e87



STEP 2. Drag and drop your files or click the 'Select the files' button. Check your file is correct and click the 'Submit' button below.

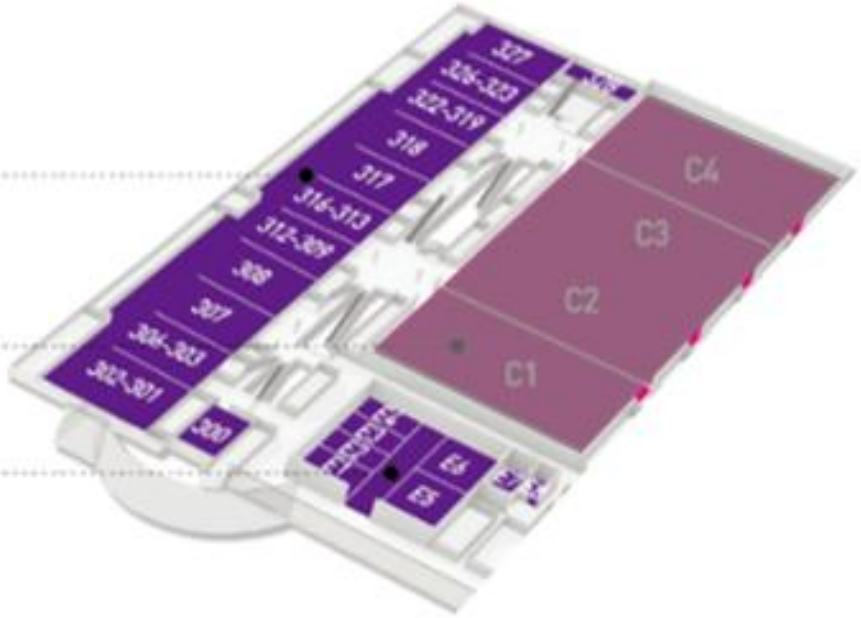


STEP 3. After uploading proceedings, your presentation files will have been uploaded successfully on this page.

Floor Plan

3F

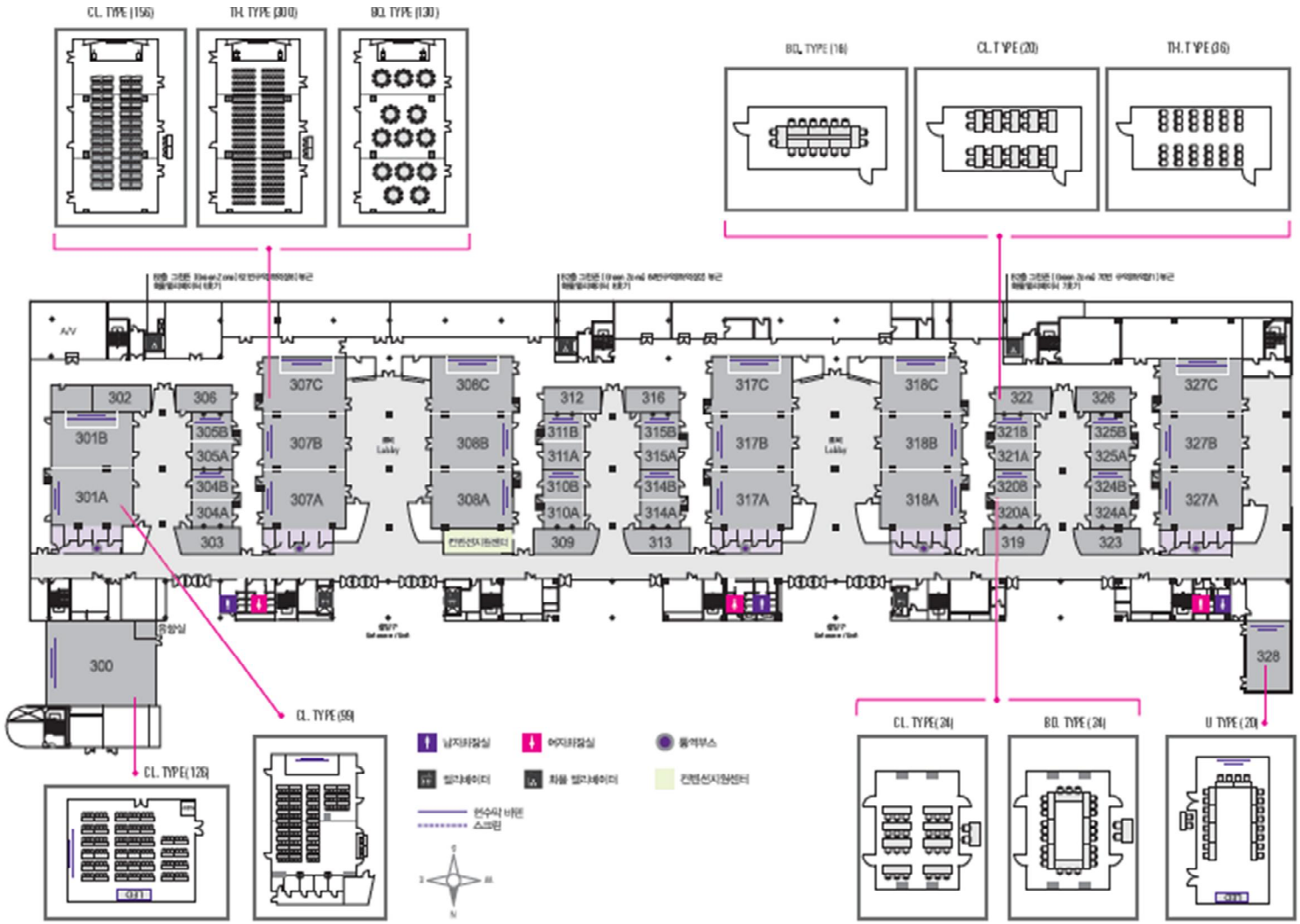
Conference Room (South) 3F
300~328



Conference Room E (Hall E)

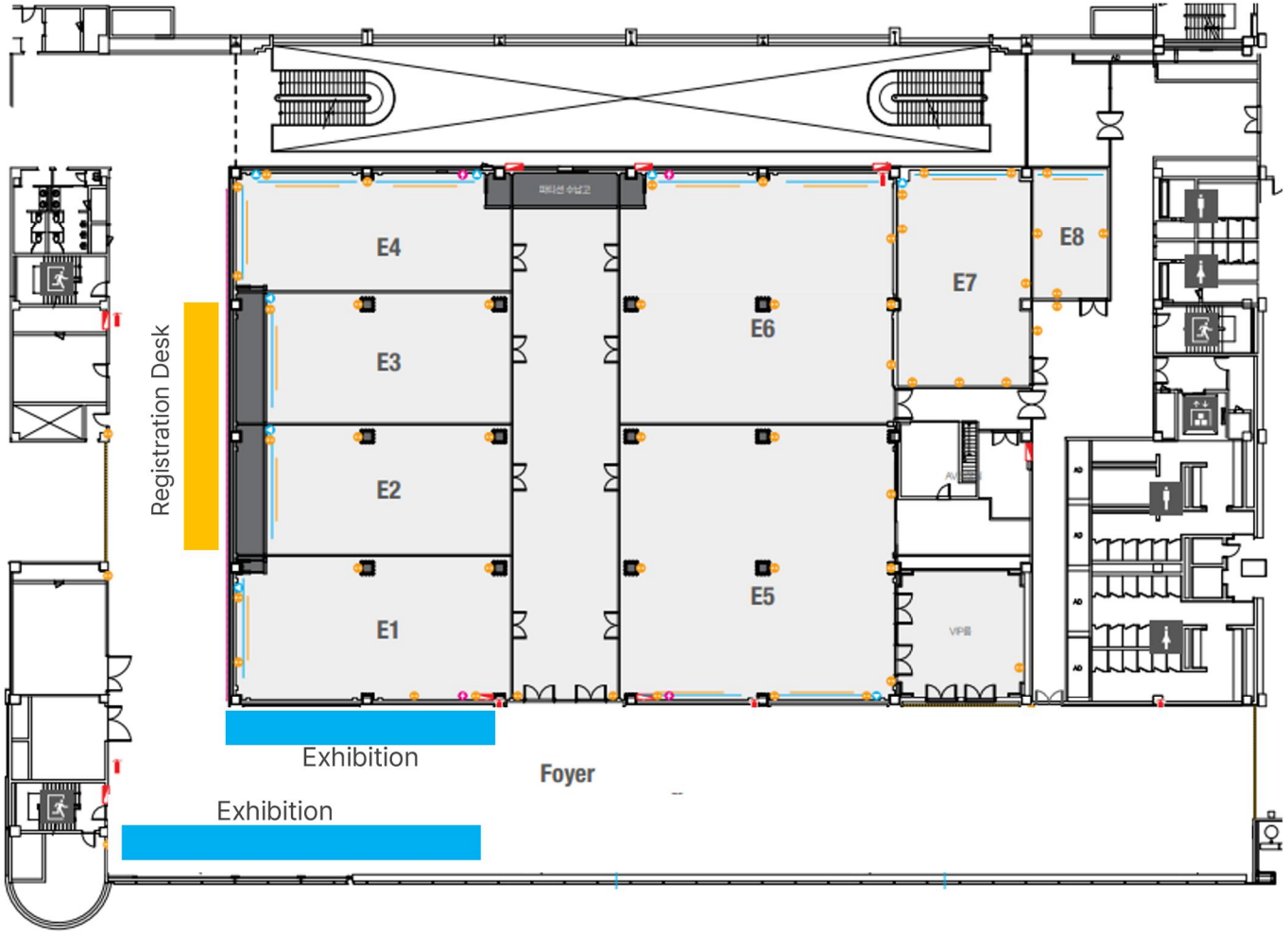
Conference Room South

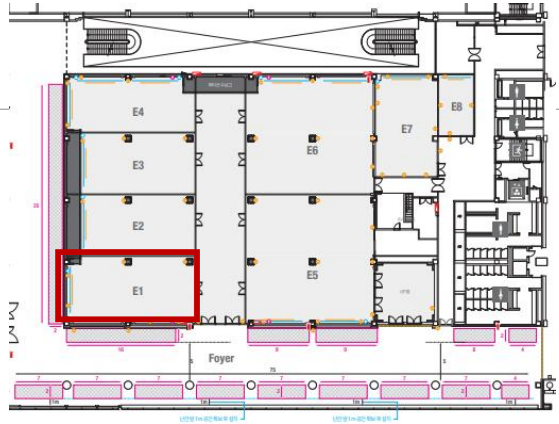
Layout



Conference Room E

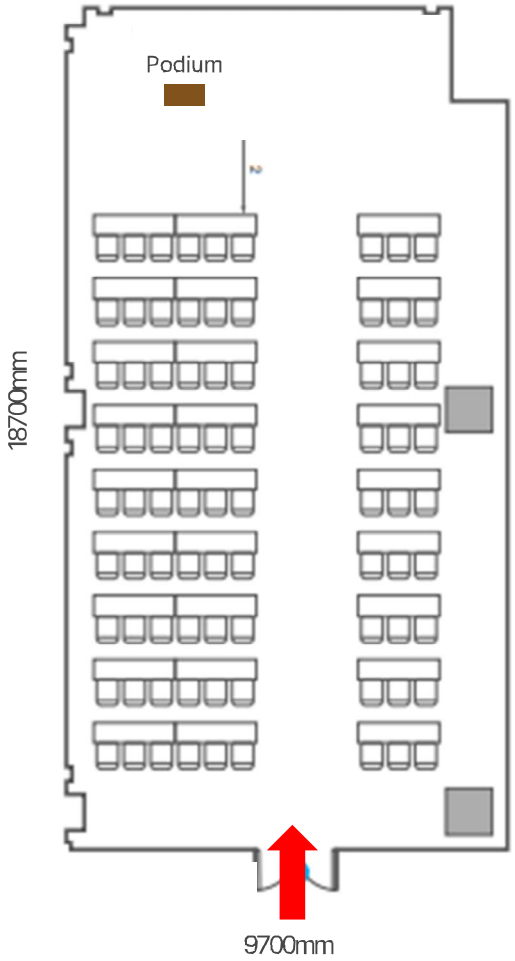
Layout





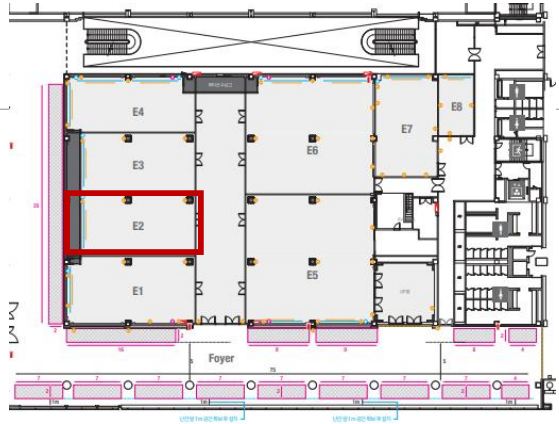
Conference Room E1 (for Hybrid Sessions)

Layout



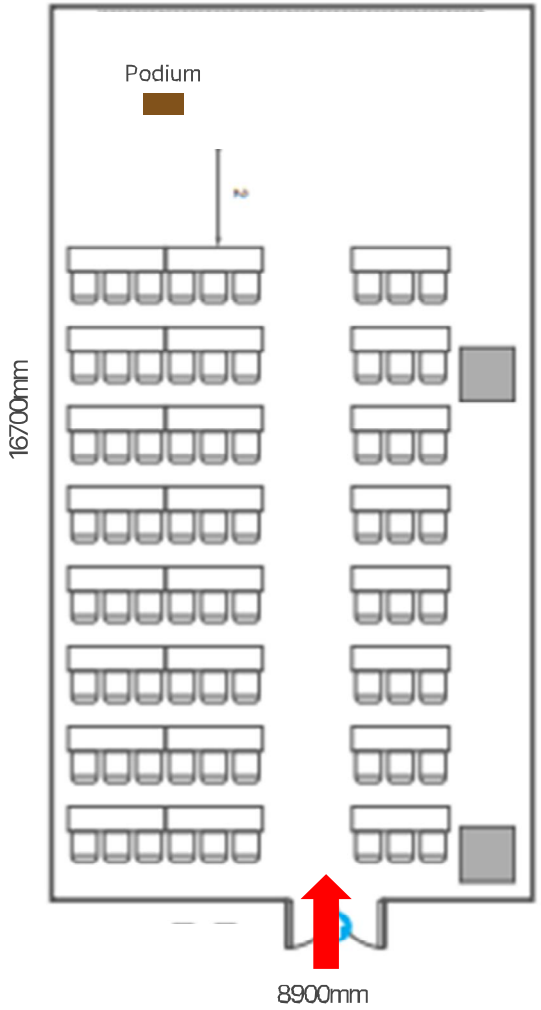
Standard Equipment

Content	Quantity	Remarks
Screen	1	4.4(W) x 2.5(H) m (200″/16:9)
LCD Projector ** On the ceiling*	1	8,000 ANSI
Microphone	1	Wired
	1	Wireless
Podium	1	
Chair	81	Classroom Type Setting Including for the staff
Square Table	27	
Laptop computer	1	
Wired Internet	1	For laptop
Clicker	1	



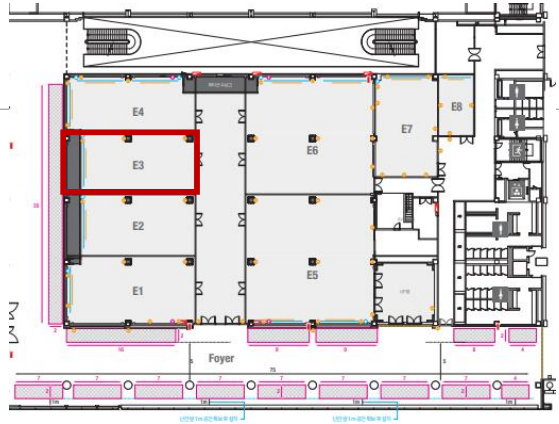
Conference Room E2

Layout



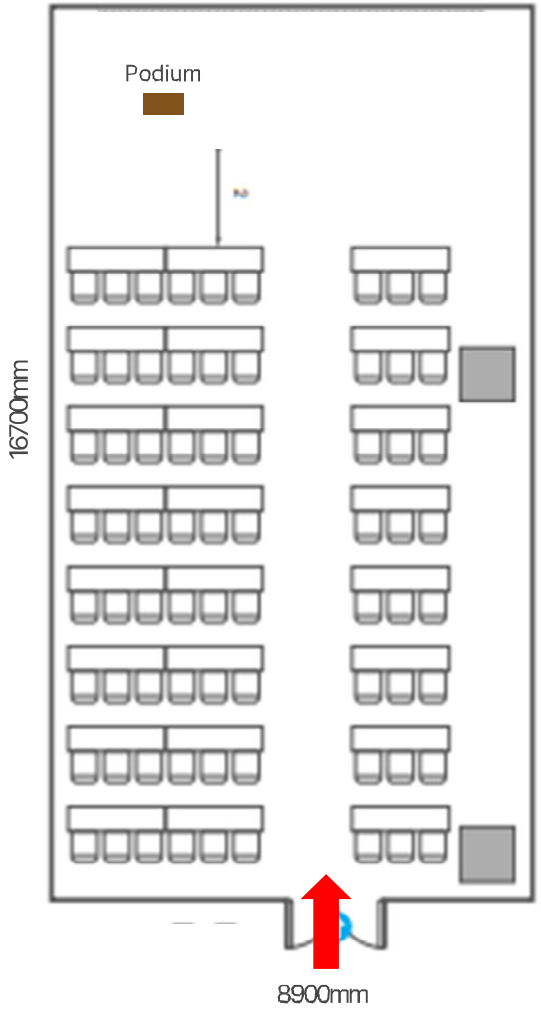
Standard Equipment

Content	Quantity	Remarks
Screen	1	4.4(W) x 2.5(H) m (200″/16:9)
LCD Projector ** On the ceiling*	1	8,000 ANSI
Microphone	1	Wired
	1	Wireless
Podium	1	
Chair	72	Classroom Type Setting Including for the staff
Square Table	24	
Laptop computer	1	
Wired Internet	1	For laptop
Clicker	1	



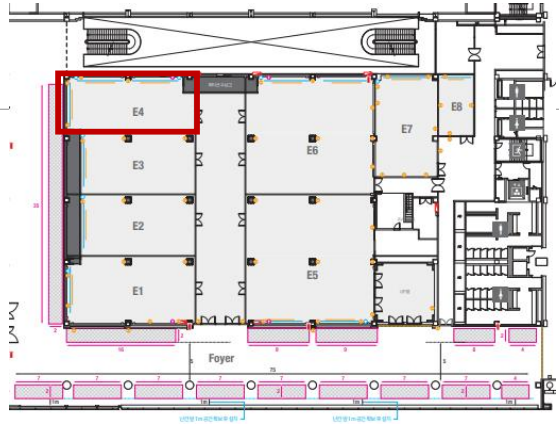
Conference Room E3 (for Hybrid Sessions)

Layout



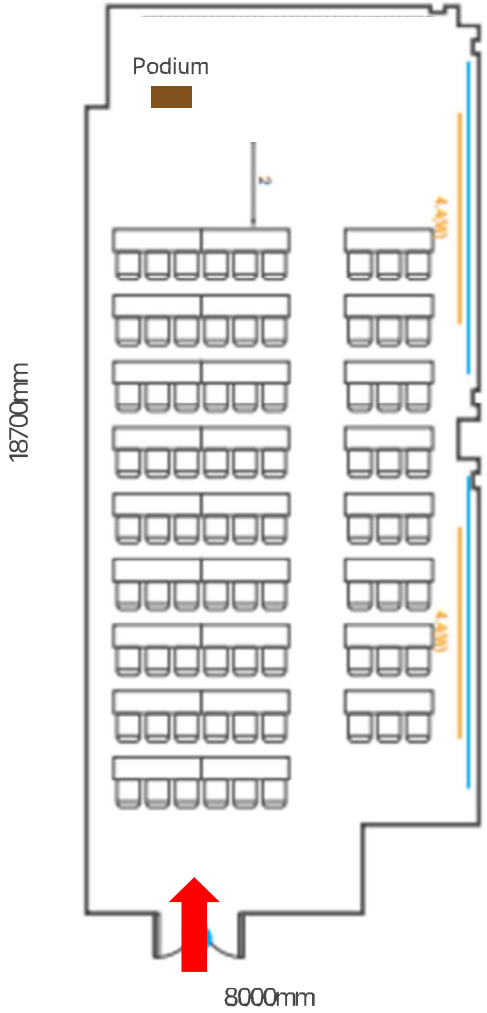
Standard Equipment

Content	Quantity	Remarks
Screen	1	4.4(W) x 2.5(H) m (200″/16:9)
LCD Projector ** On the ceiling*	1	8,000 ANSI
Microphone	1	Wired
	1	Wireless
Podium	1	
Chair	72	Classroom Type Setting Including for the staff
Square Table	24	
Laptop computer	1	
Wired Internet	1	For laptop
Clicker	1	



Conference Room E4

Layout

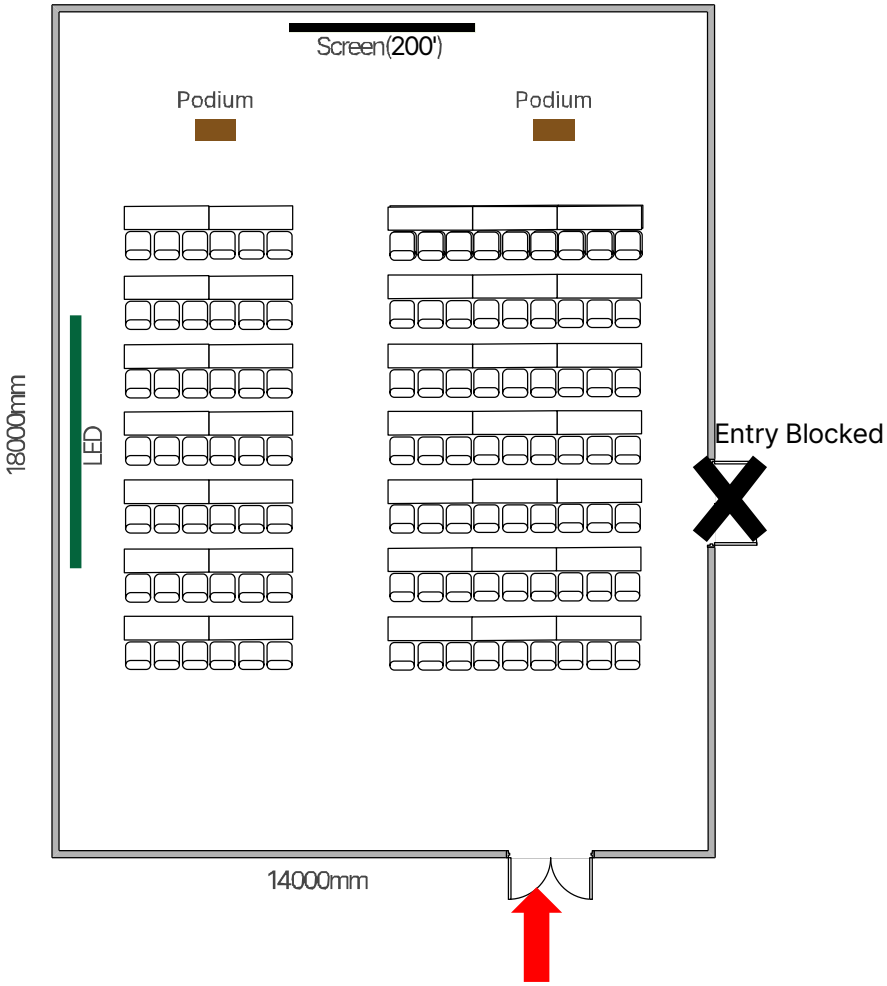


Standard Equipment

Content	Quantity	Remarks
Screen	1	4.4(W) x 2.5(H) m (200″/16:9)
LCD Projector ** On the ceiling*	1	8,000 ANSI
Microphone	1	Wired
	1	Wireless
Podium	1	
Chair	78	Classroom Type Setting Including for the staff
Square Table	27	
Laptop computer	1	
Wired Internet	1	For laptop
Clicker	1	

Room 300 (for Hybrid Sessions)

Layout

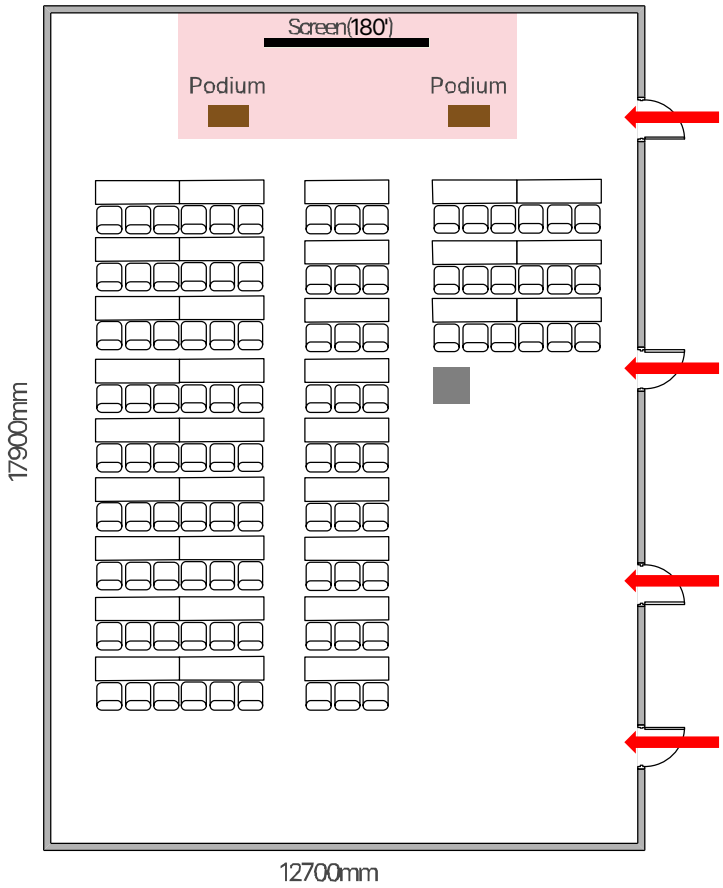


Standard Equipment

Content	Quantity	Remarks
Screen	1	4(W) x 3(H) m (200"/4:3)
LCD Projector ** On the ceiling*	1	7,500 ANSI
Microphone	2	Wired
	2	Wireless
Podium	2	
Chair	105	Classroom Type Setting Including for the staff
Square Table	38	
Laptop computer	1	
Wired Internet	1	For laptop
Clicker	1	

Room 301

Layout

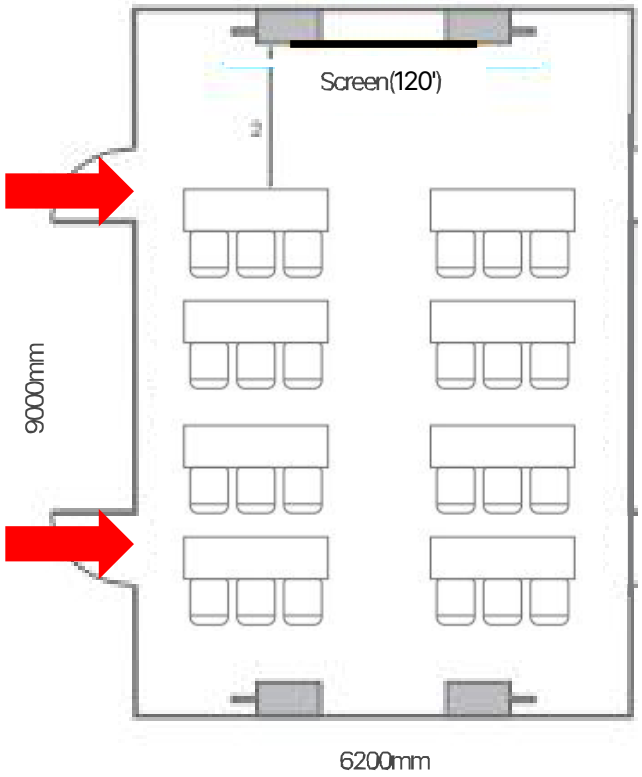


Standard Equipment

Content	Quantity	Remarks
Screen	1	3.6(W) x 2.7(H) m (180"/4:3)
LCD Projector ** On the ceiling*	1	6,200 ANSI
Stage	1	Fixed Stage 8(W) X 3(L) X 0.2(H) m
Microphone	2	Wired
	2	Wireless
Podium	2	
Chair	99	Classroom Type Setting Including for the staff
Square Table	33	
Laptop computer	1	
Wired Internet	1	For laptop
Clicker	1	

Room 304 / 305 / 315

Layout

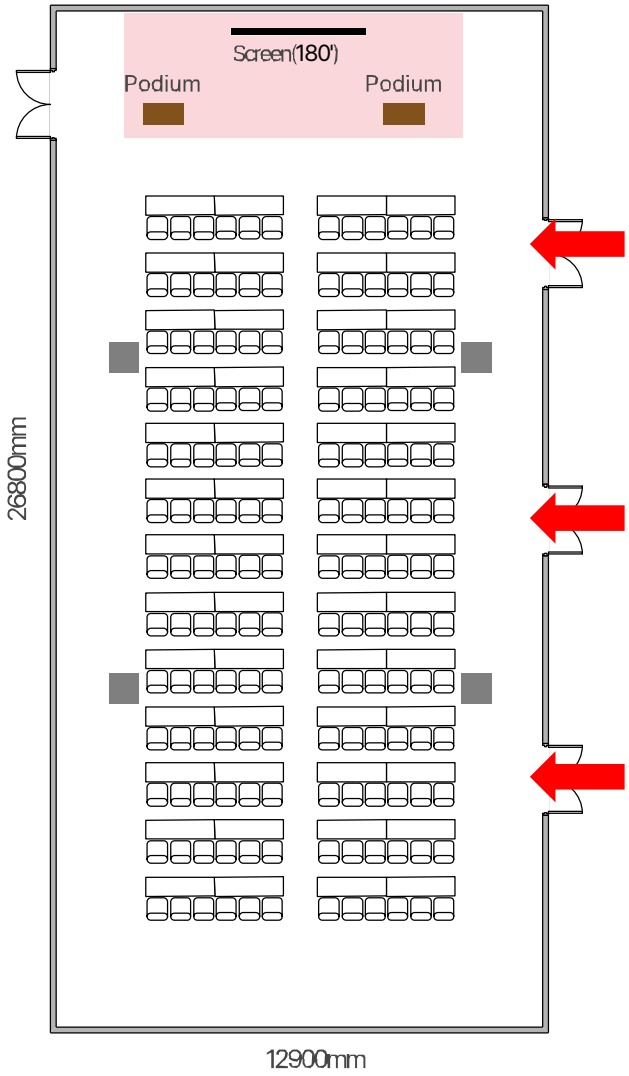


Standard Equipment

Content	Quantity	Remarks
Screen	1	2.4(W) x 1.8(H) m (120″/4:3)
LCD Projector ** Portable*	1	5,000 ANSI
Stage	-	
Microphone	-	
Podium	-	
Chair	24	Classroom Type Setting Including for the staff
Square Table	8	
Laptop computer	1	
Wired Internet	1	For laptop
Clicker	1	

Room 307 (for Hybrid Sessions)

Layout

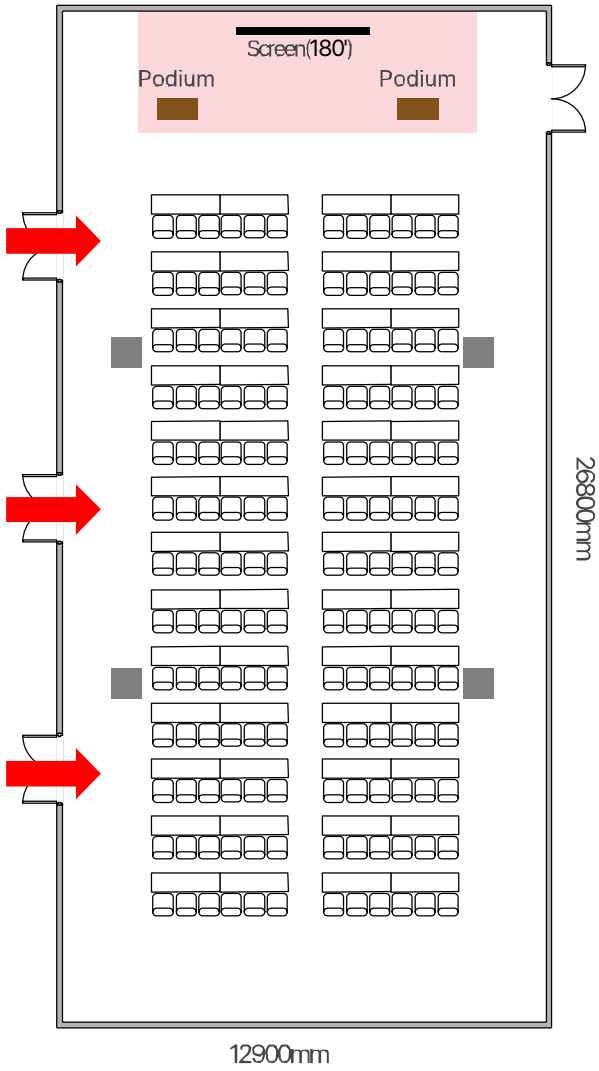


Standard Equipment

Content	Quantity	Remarks
Screen	1	3.6(W) x 2.7(H) m (180"/4:3)
LCD Projector ** On the ceiling*	1	6,200 ANSI
Stage	1	Fixed Stage 8(W) x 3(L) x 0.2(H) m
Microphone	2	Wired
	2	Wireless
Podium	2	
Chair	156	Classroom Type Setting Including for the staff
Square Table	52	
Laptop computer	1	
Wired Internet	1	For laptop
Clicker	1	

Room 308 (for Hybrid Sessions)

Layout

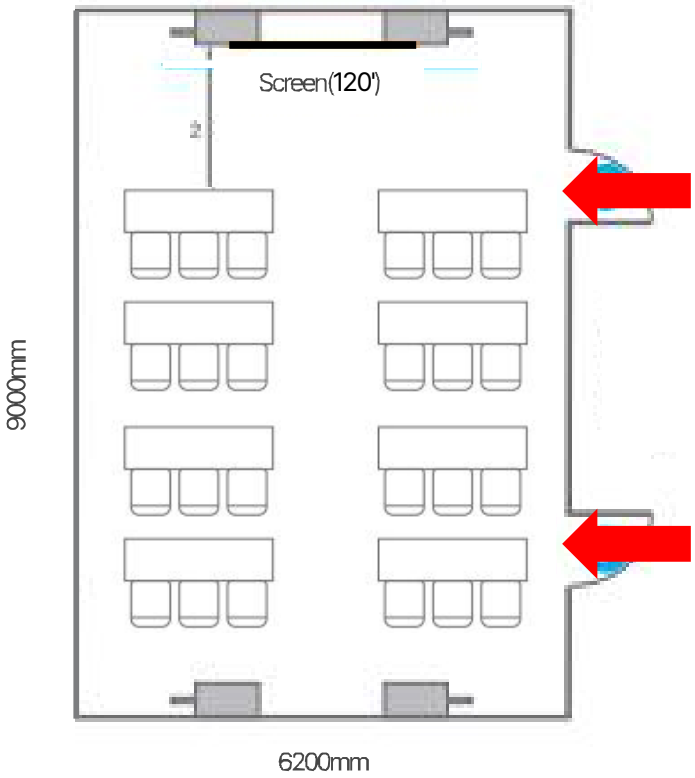


Standard Equipment

Content	Quantity	Remarks
Screen	1	3.6(W) x 2.7(H) m (180″/4:3)
LCD Projector ** On the ceiling*	1	6,200 ANSI
Stage	1	Fixed Stage 8(W) x 3(L) x 0.2(H) m
Microphone	2	Wired
	2	Wireless
Podium	2	
Chair	156	Classroom Type Setting Including for the staff
Square Table	52	
Laptop computer	1	
Wired Internet	1	For laptop
Clicker	1	

Room 310 / 311

Layout

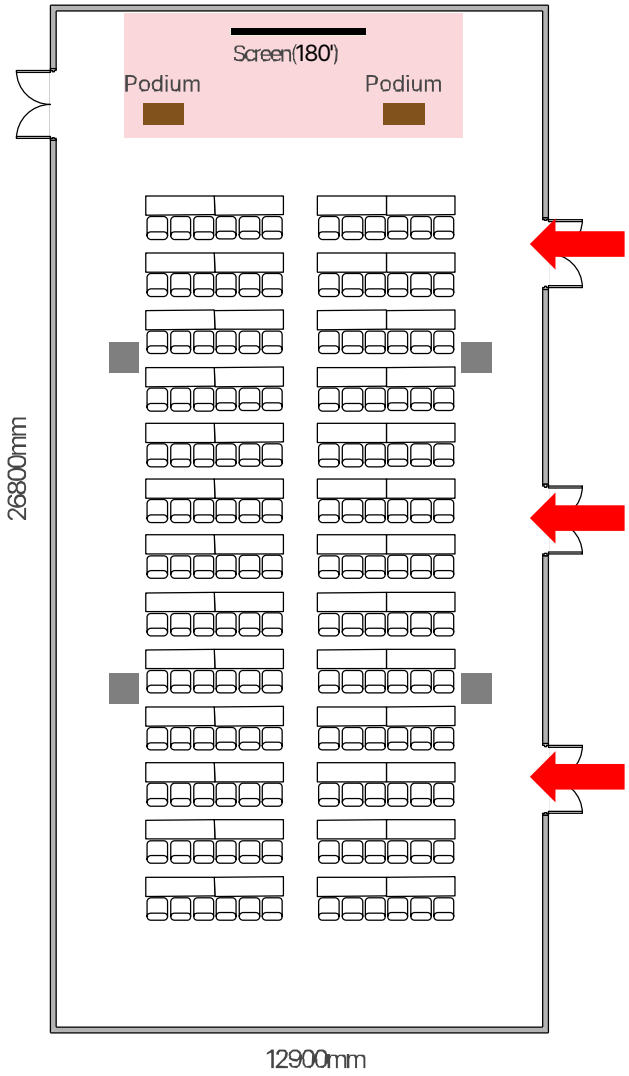


Standard Equipment

Content	Quantity	Remarks
Screen	1	2.4(W) x 1.8(H) m (120"/4:3)
LCD Projector ** Portable*	1	5,000 ANSI
Stage	-	
Microphone	-	
Podium	-	
Chair	24	Classroom Type Setting Including for the staff
Square Table	8	
Laptop computer	1	
Wired Internet	1	For laptop
Clicker	1	

Room 317 (for Hybrid Sessions)

Layout

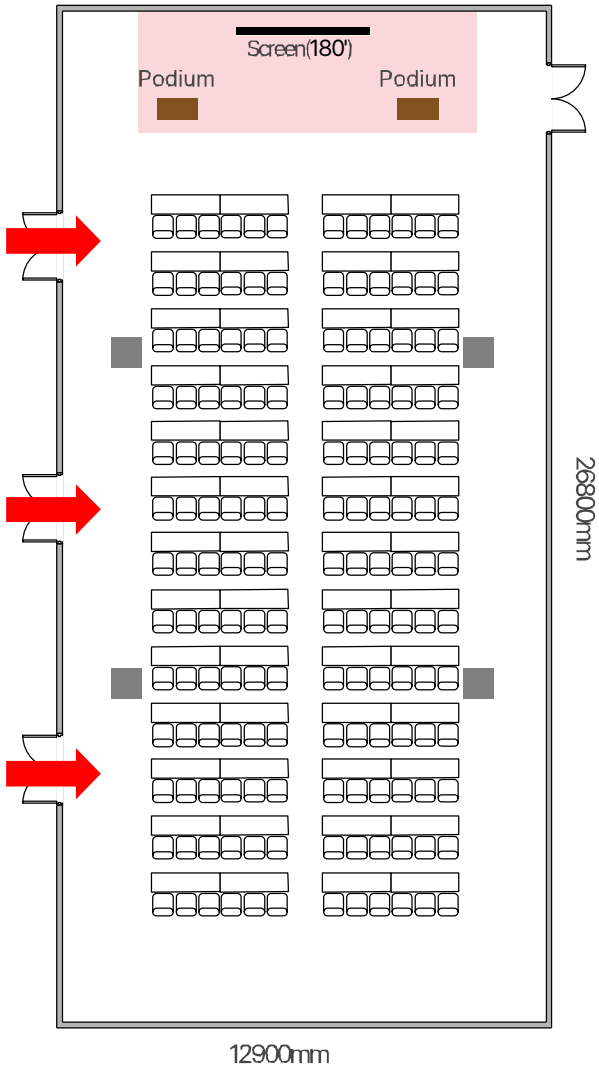


Standard Equipment

Content	Quantity	Remarks
Screen	1	3.6(W) x 2.7(H) m (180"/4:3)
LCD Projector ** On the ceiling*	1	6,200 ANSI
Stage	1	Fixed Stage 8(W) x 3(L) x 0.2(H) m
Microphone	2	Wired
	2	Wireless
Podium	2	
Chair	156	Classroom Type Setting Including for the staff
Square Table	52	
Laptop computer	1	
Wired Internet	1	For laptop
Clicker	1	

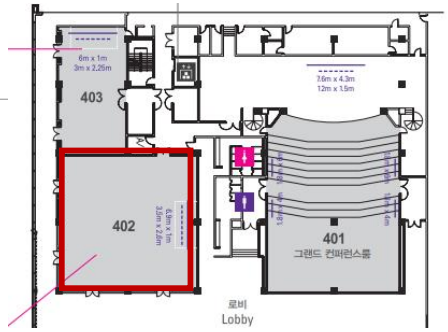
Room 318

Layout



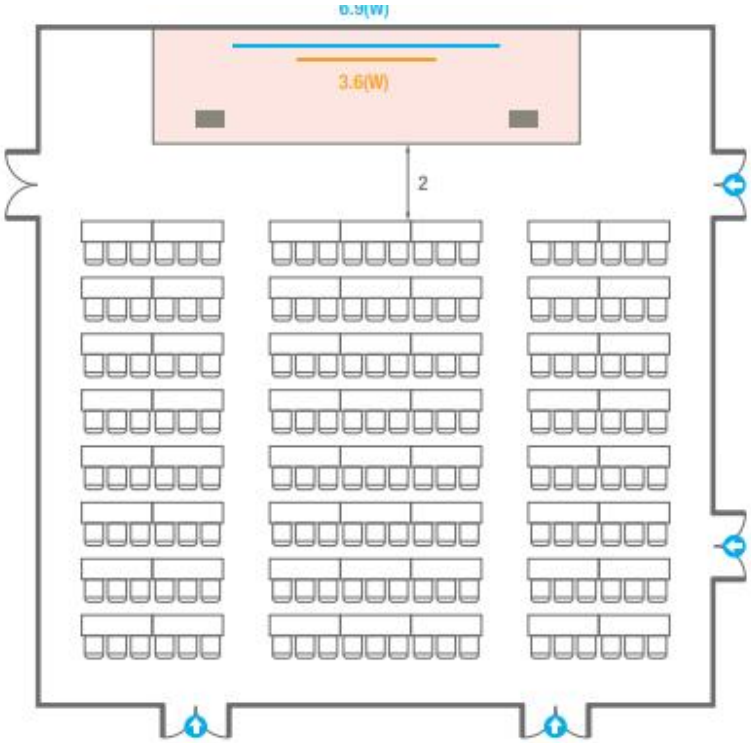
Standard Equipment

Content	Quantity	Remarks
Screen	1	3.6(W) x 2.7(H) m (180″/4:3)
LCD Projector ** On the ceiling*	1	6,200 ANSI
Stage	1	Fixed Stage 8(W) x 3(L) x 0.2(H) m
Microphone	2	Wired
	2	Wireless
Podium	2	
Chair	156	Classroom Type Setting Including for the staff
Square Table	52	
Laptop computer	1	
Wired Internet	1	For laptop
Clicker	1	



Room 402

Layout



Standard Equipment

Content	Quantity	Remarks
Screen	1	3.6(W) x 2.7(H) m (180")
LCD Projector ** On the ceiling*	1	
Stage	-	Fixed Stage 11(W) x 2.7(L) x 0.2(H) m
Microphone	1	Wired
Podium	2	
Chair	169	Including for the staff
Square Table	56	
Laptop computer	1	
Wired Internet	1	For laptop
Clicker	1	