



**ASEAN REGIONAL UNION OF PSYCHOLOGICAL SOCIETIES 6th CONGRESS
BALI, INDONESIA – FEBRUARY 20TH – 22ND 2018**

GUIDELINE FOR HELP DESK

Commitee

- Set up the laptop that will be use during the help desk on duty
- Prepare the flash disk that will be use during the help desk on duty
- Set up the folder in the laptop which is describe each presentation (symposium and paper) complete with the date and room of presentation.
- Named the folder with the title: SYMPOSIA AND PAPER. In the SYMPOSIA folder, create folders for each symposia session by name SYMPOSIA A-1, and so on. In the PAPER folder, create folders for each paper session by name PAPER C-1, and so on.
- Prepare the hardcopy of symposia, paper, and poster presenters list as the muster presentation file checklist in form of softcopy or poster.
- When the participants brings the presentation files, copy each files to the folder that have been made and update the participants checklist who have already collected their presentation files.
- Prepare cardboard boxes (?) for rolled posters. When the participants collects their poster, check the width and poster completeness. Coded the posters, update the presentation checklist, and then gathered the posters to predetermined place.
- Poster's code can be a sticky note or paper tape that are given related information by article number, presenter name, presentation schedule, and poster patched place. The code stocked behind the poster.