

社團法人臺灣音樂治療學會 2026 年國際學術研討會

Music Therapy Association of Taiwan 2026 International Conference (MTAT 2026)

2026 年 6 月 28 日 | 集思台大會議中心 · 台北

口頭報告者注意事項

Instructions for Oral Presenters

請於準備及發表口頭報告前詳細閱讀以下說明。

Please read carefully before preparing and delivering your oral presentation.

報告基本資訊 | Presentation Overview

報告時間 <i>Presentation Time</i>	20 分鐘報告 + 10 分鐘問答 20 minutes presentation + 10 minutes Q&A
報告場地 <i>Session Room</i>	國際會議廳 · 集思台大會議中心 International Conference Hall, GIS NTU Convention Center
報告語言 <i>Language</i>	簡報語言：英文為主 (全英文或中英並列) 口頭報告語言：中文或英文均可 Slides: English required (English-only or Chinese-English bilingual) Oral delivery: Chinese or English (presenter's choice)
報告形式 <i>Presentation Style</i>	現場出席 (不提供遠端報告) On-site only (remote presentation not available)
簡報尺寸 <i>Slide Aspect Ratio</i>	16:9 16:9
接受格式 <i>Accepted File Formats</i>	PowerPoint (.ppt / .pptx) 或 PDF PowerPoint (.ppt / .pptx) or PDF
電腦相容性 <i>Compatibility</i>	檔案須可在 Windows PC 正常執行 Files must run properly on a Windows PC
繳交方式 <i>Submission Method</i>	限以 Google 表單事先繳交 Advance submission via Google Form only

繳交截止 <i>Submission Deadline</i>	2026 年 6 月 25 日 (四) 23:59 (台灣時間) 25 June 2026 (Thu), 23:59 (Taiwan Standard Time, TST)
Google 表單 <i>Google Form URL</i>	https://forms.gle/juCEX69BZDqVDNyz5 https://forms.gle/juCEX69BZDqVDNyz5
自備電腦 <i>Personal Laptops</i>	原則上不得使用個人電腦進行報告 Use of personal laptops during the session is not permitted in principle
當日收件 <i>On-site Data Reception</i>	大會當日不提供現場收件 No on-site data reception will be available on the day of presentation

一、準備您的簡報 | Preparing Your Presentation

簡報格式 | File Format & Naming

- ▶ **【簡報語言】** 簡報投影片請以英文為主，接受全英文或中英並列格式，請勿製作純中文投影片。口頭報告可選擇以中文或英文進行，不限制。
- ▶ *Slides must be in English (English-only or Chinese–English bilingual are both accepted). Chinese-only slides are not permitted. Oral delivery may be conducted in either Chinese or English.*
- ▶ 請以 16:9 格式製作簡報。 | Please use the 16:9 slide format.
- ▶ 接受 PowerPoint (.ppt / .pptx) 或 PDF 格式，請確認檔案能在 Windows PC 正常開啟執行。 | Accepted formats: PowerPoint (.ppt/.pptx) or PDF. Please verify that the file opens and runs correctly on a Windows PC.
- ▶ 請依下列規則命名檔案：[報告編號]_[姓氏].[副檔名] (例：O_A1_Wang.pptx 或 O_A1_Wang.pdf) 。 | Please name your file as follows: [Presentation ID]_[Family Name].[extension] (e.g., O_A1_Wang.pptx or O_A1_Wang.pdf).
- ▶ 本次研討會無指定簡報模板，惟請確保版面清晰易讀。 | There is no designated slide template. Please ensure your slides are clear and legible.

字型與顯示 | Fonts & Display

- ▶ 為避免亂碼，建議使用標準 Windows 字型，例如：Arial、Times New Roman、微軟正黑體、新細明體等。 | To avoid display errors, please use standard Windows fonts such as Arial, Times New Roman, Microsoft JhengHei, or PMingLiU.
- ▶ 簡報者視圖 (Presenter View) 是否可用視場地設備而定，無法保證。請確保簡報在無簡報者備忘稿的情況下亦能順利進行。 | Presenter View availability depends on the

room setup and cannot be guaranteed. Please prepare your presentation so it can be delivered without presenter notes.

- ▶ 以 PDF 報告時，簡報者視圖與備忘稿功能可能無法使用，動畫效果亦不支援。 | When presenting with a PDF, Presenter View and notes may not be available. Animations are not supported.

多媒體與特殊內容 | Multimedia & Special Content

- ▶ 若簡報中包含靜態圖片、圖表、影片或音訊，請務必將所有相關資料嵌入 (embed) 至簡報檔案中，並事先在 Windows PC 上確認可正常播放。 | If your presentation includes images, graphs, video, or audio, please ensure all media is properly embedded in the file and confirmed to work on a Windows PC in advance.
- ▶ 若有影片、音訊或其他特殊設定，請於繳交表單中填寫相關欄位說明。 | If your presentation includes videos, audio, or other special settings, please note this in the submission form.
- ▶ 請在繳交前以最新版防毒軟體掃描檔案。 | Please scan your file with up-to-date antivirus software before submission.

Mac 使用者注意 | Note for Mac Users

- ▶ 若您以 Mac 製作簡報，請事先確認檔案在 Windows PC 上可正常開啟。如擔心字型或版面相容性問題，建議改以 PDF 格式繳交 (注意：動畫效果將無法呈現)。 | If you prepare your slides on a Mac, please check in advance that your file opens correctly on a Windows PC. If you are concerned about font or layout compatibility, we recommend submitting as a PDF (note: animations will not be available).

二、使用大會電腦 | Use of the Conference PC

- ▶ 為確保場次順暢進行，所有口頭報告一律使用大會於報告廳備妥之電腦進行。 | To ensure smooth session transitions, all oral presentations will be delivered using the conference PC prepared in the session room.
- ▶ 原則上請勿使用個人筆電報告；切換設備可能導致延誤、連線問題或顯示設定異常。 | In principle, please do not use personal laptops. Switching devices may cause delays, connection issues, or display problems.

- ▶ 報告者請透過 Google 表單事先繳交簡報檔案 (詳見第三節) 。 | Please submit your slide file in advance via Google Form (see Section 3).
- ▶ 如有不可抗力之原因必須使用個人電腦，請提前以電子郵件告知論文審查小組。 | If you must use your own PC for unavoidable reasons, please inform the Programme Committee in advance by email.
- ▶ 報告進行中，請自行操作大會電腦或場內提供之換頁器。 | During your presentation, please operate the conference PC or the provided slide advancer yourself.

三、事先繳交簡報檔案 | Advance Submission of Presentation Data

繳交截止日期 Submission Deadline

2026 年 6 月 25 日 (星期四) 23:59 (台灣標準時間)

25 June 2026 (Thursday), 23:59 (Taiwan Standard Time, TST)

Google 表單網址 Google Form URL: <https://forms.gle/juCEX69BZDqVDNyz5>

- ▶ 請於截止日前透過 Google 表單繳交簡報檔案，僅接受可在 Windows PC 正常執行之 PowerPoint (.ppt / .pptx) 或 PDF 格式。 | Please submit your presentation file via Google Form by the deadline. Only PowerPoint (.ppt/.pptx) or PDF files that run properly on a Windows PC will be accepted.
- ▶ 每位報告者 / 每份簡報僅需繳交一次表單。如需在截止日前更新或替換檔案，請使用 Google 表單確認頁面或確認信中的「編輯您的回覆 (Edit your response) 」連結，直接修改原本的繳交內容即可，無需重新填寫新表單。為避免重複繳交，請勿送出新的表單回覆。若遇到無法編輯原回覆的技術問題，再重新填寫一份新表單，或來信告知大會論文審查小組，我們將協助處理。 | Each presenter should submit the Google Form only once. If you need to update or replace your file before the deadline, please use the “Edit your response” link provided on the confirmation page or in the confirmation email to modify your existing submission — do not submit a new form response. If you are unable to edit your previous response due to a technical issue, you may submit a new response, or contact the Programme Committee for assistance.
- ▶ 大會當日不提供現場收件，請務必於期限前完成繳交。 | No on-site data reception will be available on the day of the conference. Please ensure your file is submitted before the deadline.

- ▶ 繳交之簡報檔案將事先儲存於當日使用之電腦中，並於研討會結束後由論文審查小組妥善刪除。 | Submitted files will be saved on the presentation laptop in advance and responsibly deleted by the Programme Committee after the conference.

四、報告當日注意事項 | On the Day of Your Presentation

- ▶ 報告進行由主持人主導；惟請報告者嚴格遵守分配之報告時間（20 分鐘報告 + 10 分鐘問答）。 | The session will be chaired by the designated chairperson. Presenters are requested to strictly observe the allotted time (20 min presentation + 10 min Q&A).
- ▶ 每場次報告時間為 30 分鐘（含主持人介紹及問答），請準時就位。 | Each presentation slot is 30 minutes including chair introduction and Q&A. Please be seated and ready on time.
- ▶ 若有利益衝突需申報，請將利益衝突聲明投影片置於標題投影片之後。 | If you have any conflicts of interest to disclose, please place the COI disclosure slide immediately after the title slide.
- ▶ 若使用影片或音訊，請事先確認於 Windows PC 可正常播放。 | If you use video or audio, please ensure it plays correctly on a Windows PC in advance.

聯絡方式 | Contact

如有任何疑問，請聯絡 MTAT 2026 論文審查小組：

For enquiries, please contact the MTAT 2026 Programme Committee:

✉ service@mtat2026conference.com

🌐 <https://www.mtat2026conference.com>

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