

Guidelines for Speakers

These are guidelines for plenary speakers, symposium leads and others (oral presentations)

- Speakers should take a seat in the front row of the room at least 15 minutes prior to his/her presentation time
- Allocated presentation time varies depending on the sessions
- Conflict of Interest (COI) disclosure
Presenters are responsible for disclosing all financial and personal relationships between themselves and others that might be perceived by others as biasing their work, even when there is nothing to declare. To this effect, a slide at the end of your presentation should contain a brief summary of conflict(s) of interest
- Speaker Support Desk
Speakers are required to upload their presentation at the Speaker Support Desk at least 1 hour before the start of the presentation. An AV assistant will be available to help you
- Presentation Format
Only presentations using a Windows or Mac PC are acceptable. OHP or slides are not acceptable. The resolution of the projection is up to XGA. If it is higher than this, image quality may be affected
- For presenters preparing the presentation data on a USB flash memory or a CD-R
- the symposium rooms will be equipped with Windows computers

Please ensure that your presentation will function on the specifications given below:

OS:	Windows (Windows 7)
Software:	Windows MS PowerPoint 2003/2007/2010/2013 Note: If you make your presentation data with Macintosh computer, please check for the compatibility with Windows PowerPoint prior to providing such data, or bring your own Macintosh computer
Fonts:	Standard fonts (e.g .Times New Roman, Arial, Century etc)
Movie Files:	Should your presentation data include movie files, please ensure the compatibilities with the following applications: Windows: Windows Media Player H264 MP4 files Mac: Quick Time Player H264 MP4 files Resolution up to XGA (1024 x 768)

- For PowerPoint 2010 and 2013 users, for movie files lasting 5 minutes or less we highly recommend you to embed movie files in your PowerPoint file anything over 5 minutes should be in a separate file
- Make sure that all files have been checked with anti-virus software before submitting to the Speaker Support Desk

For presenters using their own computer (Windows or Macintosh)

- Even if you intend to use your own PC, please come to the Speaker Support Desk to check that your presentation functions properly
- The secretariat will prepare a VGA. Please bring any additional VGA adaptor or connector, should you require them
- Please be sure to bring your own AC adaptor to make use of power on site. Please also bring a foreign adaptor plug for UK type outlet, if needed
- If you use any movie files or sound files please let us know at the Speaker Support Desk
- Please make sure to have a back-up file of all data you are going to need for your presentation

Notes:

The Speaker Support Desk may be crowded at certain times. Please allow sufficient time.

The Speaker Support Desk will also accept data for presentations scheduled for the following day