

ASMHK-ASNOS-APSOOP 2024 – Free Paper Presenter Guidelines

1. The presentation will be 8 mins in length, please don't overrun.
2. Preparing Your Presentation
 - **Screen onsite:** The screens at the sessions room are **16:9**
 - **Affiliation and Financial Disclosure:** Financial disclosure must be made by every speaker for every presentation irrespective of whether the financial interests are relevant to that particular presentation.
 - **Videos:** The audio-visual system used at the Congress will be Microsoft Office PowerPoint. Any video clips within your presentation should be **MP4** encoded to H.264, **AVI** or **WMV format** playable in PowerPoint. Please do **NOT** use **.mov** (QuickTime) or **.3pg** files, which are NOT supported in PowerPoint for Windows. Please test the video beforehand to ensure that it loads quickly enough during the presentation.

IMPORTANT NOTE: Please embed your video in the PowerPoint presentation using the INSERT function. Please do NOT use 'link to file,' as the link will fail to work when your PowerPoint is played on a different computer from yours.

- **Font:** Only standard fonts that are installed in Microsoft Office 2010 will be supported. If you need a special font, it should be **embedded** in your PowerPoint presentation. [This website](#) shows you how to embed fonts for a consistent text appearance across systems in PowerPoint. Use font styles and sizes that are easy to read, with larger sizes for titles and headings. Additionally, do not crowd too much text onto the slides.
- **Images:** Presenters may use images in their presentations, where relevant. It is the presenters' responsibility to ensure they have the right to use the images in their presentations. As presentations will be played from a computer via a projector, presentations with large file sizes or photographs should have the photos compressed to 96 dpi for screen/web. This will decrease the file size without affecting the image quality. This feature is available within PowerPoint in the picture toolbar. Use graphs rather than just figures and words to make data easier to comprehend. Ensure that graphs and other illustrations are simple with limited text.
- **Design:** Background colors should either be dark with light font color or vice versa. For best visibility, the font color should be white or yellow on a dark background. Use illustrations only if they enhance your presentation or clarify an idea. Remember that the slides are meant to enhance your presentation, not distract from it. Do not complicate your visual presentation with too many special effects.
- **Content:** To ensure your presentation caters to a wide-ranging audience, please carefully explain the background of your abstract and provide clarity on the topic you are discussing. Thus, all Congress attendees – from medical students to experienced specialists – should be able to engage with the information.
- **Language:** All presentations are to be made in English.
- **Presentation Schedule:** The presentation schedule shall be available on the congress website once available <https://program.asmhk-asnos2024.com/program-schedule/>. You can also log in to your Congress account to check your involvement summary and look for any updates before you prepare your PowerPoint presentation.

3. Important Notes for Mac Users

- Please note that PowerPoint on Windows cannot play. Mov videos. Any video clips within your presentation are to be in either AVI or WMV format playable in PowerPoint
- If your presentation was created on a Mac and converted to run on a PC, you must convert .mov videos to .wmv Windows Media Videos with Quicktime 7 Pro or convert them to .mpg format. Please test the converted videos before you come to the Congress.
- If you have difficulty converting your .mov videos or if you have a considerable number of .mov videos to convert, please make sure you go to the Speaker Ready Room at least 1 hour before your scheduled presentation(s) and ask a technician in the Speaker Ready Room to help you convert the files.

4. Submitting your presentation slides

Speakers can submit the presentation file(s) via:

- a) Virtual Speaker Ready Room (from Oct 15, 2024 till Dec 8, 2024) or
- b) Physical Speaker Ready Room (Dec 6-8, 2024)

*Speakers are NOT allowed to use their own laptop/ Macbook for presentations and must upload their slides to Speaker Ready Room in advance.

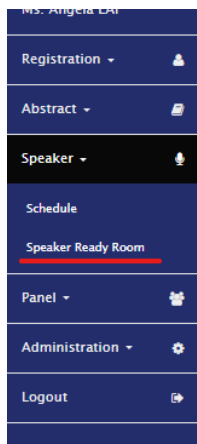
A) Virtual Speaker Ready Room

Speakers with their presentation file ready can upload the ppt slides through the Virtual Speaker Ready Room start from Oct 15, 2024 till Dec 8, 2024)

Step 1:

Please login to your account at <https://congress.asmhk-asnos2024.com/>

Step 2: From the menu bar, choose “Speaker” and then “Speaker Ready Room”



Step 3: You will be asked to give us consent to record your presentation for on-demand viewing and other use for education purposes.

I understand that my presentation(s) will be recorded and made available to all Delegates for on-demand viewing. Yes

I give PHC Summit the non-exclusive right to use the presentation file(s) for educational purposes. Disagree Agree

Step 4: After giving us the consent, you can click the “Upload File” button to upload your presentation file

Demo topic

361004 Angela Lai Upload File

I understand that my presentation(s) will be recorded and made available to all Delegates for on-demand viewing. Yes

I give PHC Summit the non-exclusive right to use the presentation file(s) for educational purposes. Agree

Step 5: If necessary, you can leave a note to the organizer, e.g. a video with sound was embedded in slide 3, please ensure the sound can played properly

Session: 0118
07 Nov 09:00 – 09:10
Venue: Faculty Board Room
Seq: 1
10 minutes
Note
Last Upload: 2024-10-01 20:13:30

Theme: Demo

B) Physical Speaker Ready Room (Venue: N210)

- If you did not upload the ppt slide through the Speaker Ready Room, or encounter any difficulties, please visit the Physical Speaker Ready Room for assistance on site.
- Operating Hours:

Date	Time
December 6, 2024 (Friday)	13:00 – 17:30
December 7, 2024 (Saturday)	07:30 – 17:30
December 8, 2024 (Sunday)	08:00 – 15:00

5. On the day of your presentation

- Please arrive at the session room at least 5 mins before the session starts. All the sessions will start on time, and this will be strictly enforced by the session chairs.
- Please be seated in the front row so that you can go up to the podium immediately after the speaker before you have finished his/her presentation.
- You can control your presentation at the podium with a remote presenter. Speak directly into the microphone. You can wave at the technician in the room if you need any assistance.
- Please do NOT overrun, as every minute that you go over your maximum presentation time us a minute less for presenters later on the agenda. Therefore, all presenters need to be respectful towards their fellow presenters.