



Guidelines for Oral Presentation

GENERAL INFORMATION

- In your presentation, please pay particular attention to the following:
 1. All sessions should be conducted in English.
 2. Ensure adequate but concise description of study details, including background, motivation or problem statements, study objectives, methods, results, conclusions and discussion.
 3. Ensure the conclusions are well justified by the results provided.
 4. Spell out any abbreviations for clarity to the reader and/or listener.
 5. Explain any terms that may not be known to readers and/or listeners.
- Your total presentation time is **10 minutes** with Q&A session at the end of each session along with all other speakers. Please remain present throughout your assigned concurrent session.

PRESENTATION FILE

- Prepare your presentation file using PowerPoint 2013 or above.
- Slide size format in the ratio of 16:9 is preferred. Slides designed in a 4:3 aspect ratio will be displayed in letterbox format with black bars on either side of the slides.
- File name: Use the designated file name specified in the email.
- Save the file in a USB.

PRESENTATION DAY TIMELINE

- Your presentation file has to be uploaded at the Speakers' Preparation Room (LG.39) at the conference venue **at least one hour** before your scheduled session. If your session is the first one in the morning of 7 March, you are advised to upload your presentation file at the Preparation Room by 16:30 on 6 March.
- Please arrive at the presentation venue **at least 15 minutes** before your scheduled session. Inform the staff of your presence so that you will be introduced to the Moderator of your session.

AUDIO VISUAL EQUIPMENT

- All session rooms are equipped with:
 - LCD projector for presentation
 - Lectern microphone
 - Computer with built-in speakers
 - Projection screen
- For a smooth transition between presentations, all PowerPoint presentations **MUST** be delivered on the computer and projector provided. Presenters **CANNOT** use personal equipment or attach personal equipment to the equipment at the venue.

ENQUIRY

Should you require any further assistance, please feel free to contact Ms. Sandy Chung at (852) 2116 4320 or via e-mail at <https://www.eafons-2024.hku.hk/contact-us> . Please be reminded to quote your abstract number in your correspondence.