

## ISL&T HONG KONG MEETING

### GUIDELINES TO POSTER AND ORAL PRESENTATION

#### GUIDELINES TO POSTER PRESENTATION

- The content of the poster must be in **English** ONLY.
- All posters should be no larger than 6 feet (height) x 4 feet (width).
- Poster boards will be available in the lecture theatre prior to registration and thumbtack pins or adhesive tape will be provided.
- Please set up between 8:00 am – 8:30 am and leave posters up throughout the day.
- Please remember to dismantle your poster between 5:45 pm -6:30pm, otherwise the posters will be discarded.
- Poster will be displayed for the whole conference on the display boards of the meeting venue.
- Suggested format of the poster:

Title of Poster
Name of investigators
Name of Institution
Introduction
Objectives
Materials and Methods
Results
Discussion
Acknowledgement

## GUIDELINES FOR ORAL PRESENTATION

### Standard Equipments at Venue:

- Desktop computer
- LCD-projector for single Power-point projection
- A laser pointer and the remote control for your presentation will be ready for use at the lectern on the podium.

\*\*\* Please discuss with us immediately if you need any special technical support for your presentation.

### Presentation Materials

- Presentation file should be submitted in English ONLY.
- Your presentation should be limited to 10 min.
- To ensure the smooth running of the conference, all speakers are requested to preload their PowerPoint presentation files into the computer provided by the organizer at the lecture hall. Please send your files not later than **29 Feb, 2008** to the Symposium Committee.  
Your files could be saved in either CD or DVD and mail to  
ISLT-HK Committee  
Rm 74029, 5/F, Clinical Sciences Building,  
Prince of Wales Hospital, Shatin, N.T., Hong Kong SAR.
- If your file size is less than 15 MB, you can directly submit your file in zip by email to the [wcst2008@ort.cuhk.edu.hk](mailto:wcst2008@ort.cuhk.edu.hk)
- If your PowerPoint presentation contains movie clips, please make sure the original movie clip(s) is/ are saved in the same directory with your PowerPoint file. The movie clips must be in either MPEG-1 or WMV formats and compatible with the Microsoft Windows Media Player. For movie clips other than the MPEG-1 and WMV formats, you are encouraged to use your own laptop computer to ensure these movies work properly.
- The Presentation files must be created by MS PowerPoint with version 2003 or lower. Macintosh version of presentation file(s) would not be accepted. You are recommended to save your file(s) with the assigned presentation code and your family name (e.g., ISLT01-XXX.ppt, ISLT02-XXX.ppt, etc), so that we can arrange your file(s) in accordance with the most updated schedule. Please refer to the attached program for the corresponding code(s) of your presentation (s).
- Should there be any changes to the content of your presentation after submission, please notify the congress secretariat and send the revised version ASAP but not later than March 20, 2008. Last minute changes to your file content on site are not allowed. Your request may be entertained unless it is made known to the Congress secretariat via email at least 2 working days before the meeting, i.e. by April 7, 2008