

# Guidelines for Oral Presentation

## 1. Language / Time

- Official language: English
  - Oral Presentation: 10 min (including Q&A)
  - Keynote/ Special/ Presidential Lecture: 30 min (including Q&A)
  - Symposium: 15-20 min each (Q&A after all presentations)
- \* Allotted time may be subject to change due to unforeseen circumstances.

## 2. Equipment

- A monitor, mouse and smart pointer will be provided on the podium for speakers.
- There is no keyboard on the podium.
- The Slide Note function (Presenter View mode) will NOT be provided by default.

## 3. Submitting the Presentation File

- Please submit your presentation file at the preview room at least 2 hours prior to your scheduled session to ensure the files function correctly in the given environment.
  - Presentation slides should be prepared as an MS PowerPoint file in 2003, 2007, 2010 or 2013 versions. If you have any other types of presentation files, please inform our staff in the Preview Room in advance.
- \* As for the aspect of your presentation file (slides), a ratio of 4:3 screen format is recommended.

## 4. Preview Room

- Location: Ida Hall 2 (B1F)
- Operation Hours: 07:30 - 18:00, during the congress
- If your file contains video or sound, please inform our staff and check the system in advance.
- If you wish to present with your own laptop (IBM or Mac), you are required to test it at the preview room at least 2 hours prior to your scheduled session.

### ※ Important note for Macintosh Users

- If you use your Macintosh with our beam projector, we ask to bring your own Mac Gender (Connector) Changer. (We don't provide any devices for Macintosh.)
- In order to use Mac presentation files on an IBM(PC) compatible computer, please note that you need to prepare it according to the instructions below, before bringing it to the preview room:
- Use a common font, such as Arial, Times New Roman, Verdana etc. (special fonts might be changed to a default font on a PowerPoint based IBM).
- Insert pictures as JPG files (and not TIF, PNG or PICT - these images will not be visible on a PowerPoint based IBM).

## 5. COI (Conflict of Interest) Declaration

- All Speakers are asked to include in their presentation a disclosure statement regarding the existence of any conflicts of interest, and name(s) of the company/ companies, if any conflict of interest exists.
- You can download the Sample PPT file on our website, [http://www.ksels.com/sub02\\_01.php](http://www.ksels.com/sub02_01.php).
- Please add the disclosure statement on the second page of the presentation slide.
  - \* If a conflict of interest relevant to the presentation doesn't exist, please use the Sample 1 slide.
  - \* If a conflict of interest relevant to the presentation exists, please use the Sample 2 slide.