

## Instructions and useful information for:

### • Invited speakers

#### INVITED SPEAKERS PRESENTATION

Speakers Presentations are PowerPoint™ presentations that can include a video (the inclusion of a video is however not mandatory and should be embedded in the presentation).

#### IMPORTANT INFORMATION

##### WHAT SHOULD YOU DO WHEN ARRIVING AT THE CONGRESS CENTRE?

1. Collect your registration material at the Registration Area (HKCEC Congress Centre – Harbour Entrance)
  - Go to the Speakers Preview Room (located in Media Room on level 1 of the HKCEC Congress Centre, near room Theatre 2) and kindly upload your presentation/file at least 3 hours before your presentation
  - We encourage you to visit the Speakers Preview Room as early as possible to avoid unnecessary stress for you and a smooth process
  - A technician will be available at the Speakers Preview Room as well as in the main session rooms to provide technical assistance if needed

##### ON THE DAY OF YOUR PRESENTATION:

- Kindly be available in your conference door at least 15 minutes before the start of your session
- Kindly make yourself known to the session moderators as well as to the support staff inside the room
- Do not hesitate to contact the support staff inside the room for any question you may have or help you may need

##### REGISTRATION AREA OPENING HOURS

The registration area is located inside the HKCEC Congress Centre near the Harbour Entrance and opens as follows:

- Thursday 3 August 08:00 – 17:30
- Friday 4 August 07:00 – 19:00
- Saturday 5 August 07:00 – 19:00
- Sunday 6 August 07:00 – 14:00

##### SPEAKERS PREVIEW ROOM OPENING HOURS

The Speakers' Preview Room is connected to all main lecture rooms, is located in the Media Room, on level 1 of the HKCEC Congress Centre (near room Theatre 2) and opens as follows:

- Thursday 3 August 08:00 – 17:30
- Friday 4 August 07:00 – 19:00
- Saturday 5 August 07:00 – 19:00
- Sunday 6 August 07:00 – 14:00

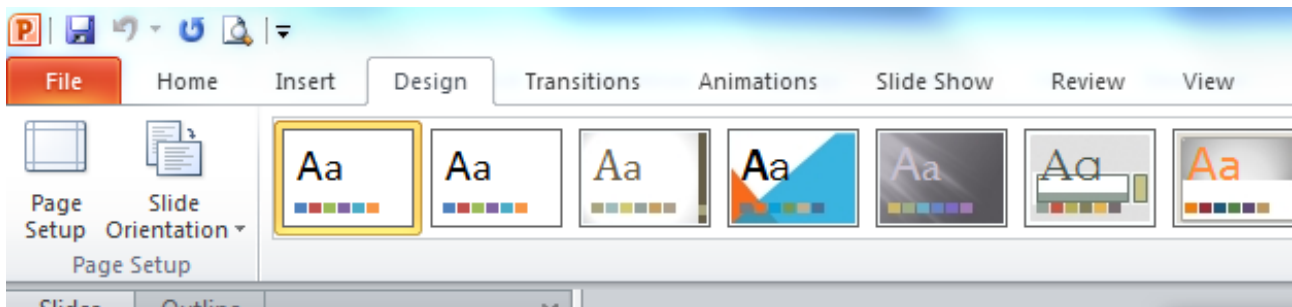
##### TIPS ON POWERPOINT™

- Use Microsoft PowerPoint™ version 2010
- Video files must be integrated in your PowerPoint™ presentation
- Use a screen resolution of 16:9, otherwise we will not be able to show your presentation (you will find instructions at the end of the document on how to prepare your presentation in 16:9)
- Do not forget to add the slide with your Conflict of Interest (available on the website)
- Please bring a USB with your presentation (Microsoft PowerPoint™ version 2010) to the technician at the Speakers Preview Room at least one-half day before the start of the session during which you will give your presentation
- When you use PowerPoint™ always use the option 'Font TrueType'
- If you use a Mac/Macintosh™ computer, please save your presentation on a PC format
- Keynote presentations (Mac/Macintosh™ hardware) are not compatible and can therefore not be used

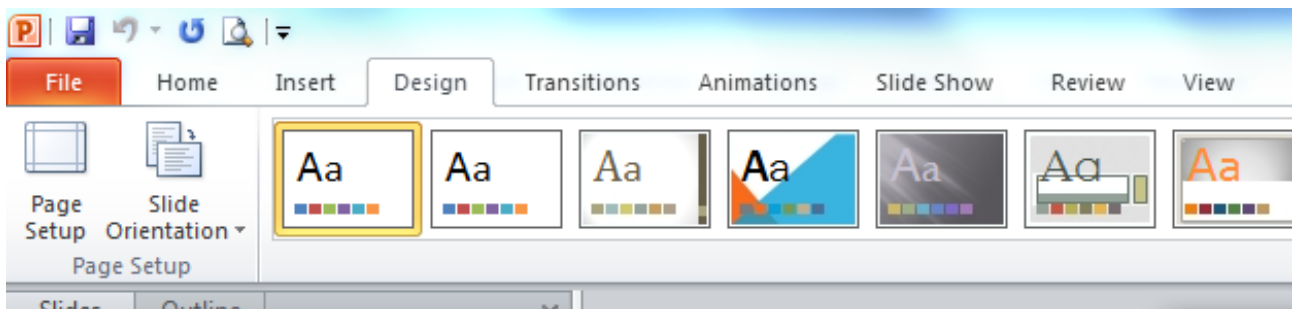
## HOW TO PREPARE YOUR PRESENTATION IN A 16:9 FORMAT

Open PowerPoint™

Go under Design



Then under page Setup:



Finally on “Slides sized for” select “On-screen Show (16:09) on the drop down list

