

## Instructions and useful information for:

- **Abstract Podium Presentation**
- **Abstract Moderated Poster**
- **ePoster**

### ABSTRACT PODIUM PRESENTATION

Abstract Podium Presentations are PowerPoint™ presentations that can include a video (the inclusion of a video is however not mandatory).

#### VIDEO ABSTRACT PRESENTATION

- This type of presentation can include the video that has been submitted with the accepted abstract
- The video will not be longer than 8 minutes
- Videos must be embedded in to the PowerPoint™ presentation
- Presenters will start the presentation by playing their video
- A Questions & Answers session of 1 minute will follow the video presentation
- The total presentation time (video + PowerPoint™ + Q&A) will be 9 minutes

#### STANDARD ABSTRACT PRESENTATION

- Presenters have 6 minutes to present their abstract
- Presenters can use the provided PowerPoint™ template or their own design
- A Questions & Answers session of 2 minutes will follow the PowerPoint™ presentation
- The total presentation time (PowerPoint™ + Q&A) will be 8 minutes

Kindly note that Abstract Podium Presentations CANNOT be submitted in advance and must be handed over at the Speakers Preview Room upon arrival at the HKCEC Congress Centre. Please see below for the process to upload your presentation at the Speakers Preview Room.

### ABSTRACT MODERATED POSTER

Abstract Moderated Posters are a dual presentation that will include PowerPoint™ presentations AND a “physical” poster to be mounted on a poster board inside the conference room.

Presenters are asked to prepare both presentation supports (the PowerPoint™ presentation and the poster) and must attend the whole session in which they are scheduled.

Presenters are kindly asked to mount their poster on the assigned board 15 minutes prior to the start of the session. Presenters are also kindly asked to remove their poster immediately at the end of the session.

#### POWERPOINT PRESENTATION

- Presenters are asked to prepare both a PowerPoint™ presentation and a poster
- Presenters of abstract moderated posters will have 4 minutes to present their abstracts using 6 predefined slides (including a title and conflict of interest slide)
- A Questions & Answers session of 1 minute will follow the PowerPoint™ presentation
- The total presentation time (PowerPoint™ + Q&A) will be 5 minutes

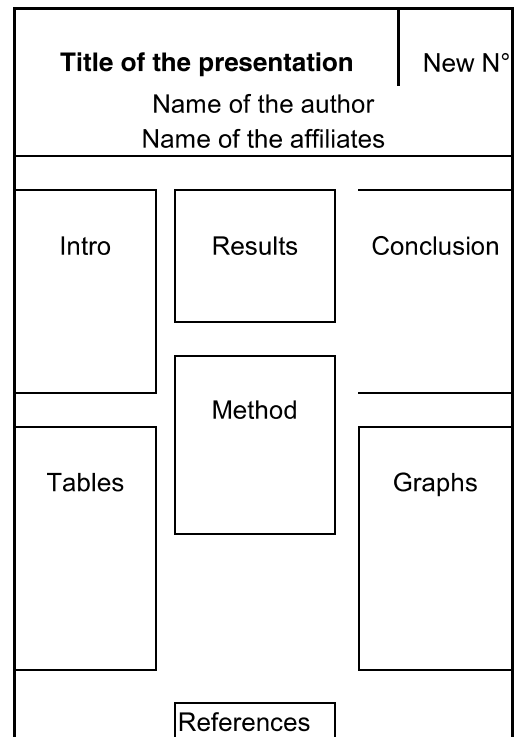
The pre-defined slides to be used for the abstract moderated posters presentations are as follows:

- Slide 1: Title
- Slide 2: Conflict of interest slide
- Slide 3: Background, Patients and Materials
- Slide 4: Methods
- Slide 5: Results
- Slide 6: Conclusions

Kindly note that Abstract Moderated Posters CANNOT be submitted in advance and must be handed over at the Speakers Preview Room upon arrival at the HKCEC Congress Centre. Please see below for the process to upload your presentation at the Speakers Preview Room.

## POSTER

- Presenters are asked to prepare both a PowerPoint™ presentation and a poster
- Presenters will be supplied with the following equipment:
  - Poster boards in portrait format with a maximum height of 1'340mm and a maximum width of 900mm (recommended poster size: A0 format = 1'189 mm height X 841mm width)
  - Adhesive material to hang your poster
- Tips and do's for posters:
  - The letter font should be at least 12
  - Make sure you do NOT place tables or figures with small fonts
  - Make your poster visually interesting, but not over-elaborate
  - Your poster should follow an easy to understand format i.e. abstract methods, results and conclusions
  - Do make your poster in a PORTRAIT (vertical) format
  - Do indicate at the top of your poster the abstract number, title of the presentation and its authors
  - Do keep illustrative material simple by using charts, graphs, drawings and pictures
  - Keep in mind that your illustrations must be readable from a distance of about 1–1.5m or more
  - Handouts of your abstract / poster to your interested readers may facilitate future research communication



## ePOSTER

ePosters are not required to be presented. They will be viewed by delegates in the ePoster stations.

ePosters CANNOT include a video (those that include a video are identified as Video Library, see next section of this document).

## INSTRUCTIONS

- No official template is required for e-Poster construction. The provided PowerPoint™ template or own design can therefore be freely used
- e-Posters must be limited to 1 slide
- e-Posters must be submitted in PowerPoint™ format
- e-Posters must be submitted in landscape 16:9 format
- e-Posters files must be PC compatible
- The abstract final number must be clearly indicated in the upper right corner of the e-Poster

## TIPS

- Please note that e-Posters should be self-explaining.
- Don't overload your poster. Remember, you are not writing an article
- Keep it simple
- Use 500 to 1'000 words (including title, figure legends and tables), not more
- Graphics such as figures and tables can effectively convey more information than text, and should cover approximately 50% of the poster area
- The average reader spends 1-2 minutes on your poster.
- Clearly state your AIM or HYPOTHESIS for this study/poster at the end of the introduction

- Highlight your main findings that are directly relevant to the AIM or HYPOTHESIS
- Your conclusions should directly address or answer your AIM or HYPOTHESIS
- Use a constant font throughout the poster
- Let your important points stand out. Use (but don't overuse) bold and colours
- If possible, avoid abbreviations and acronyms, especially in the conclusions
- Feel free to provide one or more key references (in the lower right corner)

In case of use of photographs, the author must have an approval from the patient(s). The information provided is a full responsibility of the author.

Kindly note that e-Posters WITHOUT video CAN be submitted in advance as well as handed over at the Speakers Preview Room upon arrival at the HKCEC Congress Centre.

To submit your e-Poster in advance, kindly follow the link available on the UAA 2017 website:  
[www.uaa-congress.org](http://www.uaa-congress.org)

## VIDEO LIBRARY

ePosters with a video are identified as "Video Library".

Video Library presentations are not required to be presented. They will be viewed by delegates in the ePoster stations.

## INSTRUCTIONS

- The video must be embedded in to the PowerPoint™ presentation
- The video (already submitted with the accepted abstract) will not be longer than 8 minutes
- Video Library presentations must be in landscape 16:9 format
- Video Library presentations files must be PC compatible
- The abstract final number must be clearly indicated in the opening image of the Video Library presentation

Kindly note that Video Library presentations CANNOT be submitted in advance and must be handed over at the Speakers Preview Room upon arrival at the HKCEC Congress Centre.

## 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)
2. For Abstract Podium Presentations, Abstract Moderated Posters and Video Library:
  - 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 (Abstract Podium Presentations + Abstract Moderated Posters):

- Kindly be available in your conference door at least 15 minutes before the start of your session
- Kindly mount your poster on the assigned board 15 minutes prior to the start of the session (for Abstract Moderated Posters) and kindly remove your poster immediately at the end of the 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