

Instructions for Abstract Presentations

The following guidelines are provided to help presenters prepare for their oral and poster presentations and to ensure that all sessions run smoothly and on schedule during the conference.

Oral Presentations

- Each oral presentation is scheduled for a **15-minute slot**, consisting of **12 minutes for the presentation** followed by **3 minutes for questions and discussion**. Presenters are asked to manage their time carefully so that sessions remain on schedule. **Session moderators will monitor time and may stop presentations that exceed the allotted time.**
- Presenters should submit their **PC-compatible presentation file (e.g., PowerPoint)** no later than **July 20** by filling out this [form](#). Early submission helps ensure that files are properly organized and available in the presentation rooms.
- If you are unable to submit your file in advance and will be arriving after the deadline, please upload your presentation **as soon as possible during a scheduled break prior to your session**. Presentations must be uploaded **to the computer in the room where you are scheduled to present**. To avoid delays or technical difficulties, **please do not wait until immediately before your session begins** to upload your file.

Poster Presentations

- Poster presenters should place their posters on the **assigned poster board as early as possible on the day of their scheduled poster session**. Poster boards will be labeled to indicate the correct location for each presentation.
- The maximum display area for each poster is **30 inches × 40 inches in vertical (portrait) orientation**. Posters should be prepared so that they **do not extend beyond the edges of the allocated space**.
- To ensure readability, presenters are encouraged to use **clear layouts and sufficiently large fonts**. As a general guideline, **body text should be approximately 28–32-point font**, with larger fonts used for headings and section titles so that the poster can be read comfortably from a distance.
- At least **one author must be present at the poster during the entire assigned session** to discuss the work and answer questions. Presenters may provide **printed handouts** or include **QR codes** linking to additional materials such as a pdf of the poster, related publications, or supplementary resources.
- Local Hong Kong poster printing services include [Bannershop](#) and [e-banner](#)
- Delegates **who are staying at the conference hotel (Hotel JEN)** are welcome to direct their printer to send their poster to the hotel as follows: Address: Hotel JEN by Shangri-La, 508 Queen's Road West, Sai Wan, Hong Kong **(Please also include guest name, dates of stay and confirmation number)**

If you have any questions regarding presentation guidelines, please contact Priscila Tamplain at priscila.tamplain@uta.edu.