

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 22** 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 save your presentation to a USB stick and hand it to the registration desk **no later than the first day of conference**. Presentations must be uploaded **to the computer in the room where you are scheduled to present**; you will not be able to present directly from your own laptop.
- Any videos should be downloaded. Presenters should not rely on the Wifi network to play any videos from online sources (e.g. Youtube).
- To avoid delays or technical difficulties, please **do not** wait until immediately before your session to hand organisers your presentation.

Poster Presentations

- Poster presenters should hand their posters to the registration desk on the day they are scheduled to present (preferably on arrival). The organisers will arrange for your poster to be displayed.
- 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.