



# Presentation Guideline

This guideline provides key information for upcoming presentations at the WORLDPM2018 Congress.

## Oral Presentations

- ✚ Oral presentations in all Congress programs must be given in English.
- ✚ ALL Technical Session presentations REQUIRE manuscript submission for inclusion in the proceedings. Failure to provide a draft manuscript to the Congress, may result in cancellation of the oral presentation.
- ✚ All Technical Session and Special Interest Session speakers must meet your session chairman in the session room at least 20 minutes before your session starts. Your session chairman will give you important instructions to ensure the smooth progress of the session.
- ✚ All sessions must start on time and projectors must be utilized. Please make sure that your slides are clear and legible for all audiences.

### ✚ Oral Presentation Time

Keynote Speech	30 minutes
Invited Speech	25 minutes
Oral Speech	20 minutes

\*Including Questions





## **Audio Visual Equipment**

The following audio-visual equipment will be provided by the Congress in all technical session rooms at no charge:

- i) A Laptop (Windows, 1024 x 768 standard resolution). *It is highly recommended that you save your presentation on a USB flash drive for emergency back-up.*
- ii) Wireless hand hold Microphone or desk Microphone
- iii) Laser Pointer
- iv) Standing Lectern
- v) Projector

## **Oral Presentation Rules and Regulations**

*ONLY SUBMITTED MANUSCRIPTS WILL BE INCLUDED IN THE CONGRESS PROCEEDINGS.*

All authors agree to abide by the rules and regulations regarding manuscript submission and publication (if submitting), including strict adherence to the publishing schedule (manuscript deadlines). Any circumstance which prevents presentation must be immediately brought to the attention of the session chairman and the Congress sponsors. Failure to provide proper written notification of inability to present can seriously jeopardize future Congress presentations.





## **PowerPoint Slide Presentations**

The following information is designed to help you prepare your visuals for a quality, professional presentation. Remember that LESS IS BETTER and all visuals MUST BE DEVOID OF CORPORATE NAMES/LOGOS (except for title slide) AND BRAND NAMES.

- i) Prepare your PPT in the ratio of 4:3
- ii) Design slides that can be seen from the back row of the room
- iii) For the maximum effect, use 10 or fewer words on a slide
- iv) Avoid using more than six words per line or eight to 10 lines of type per visual
- v) Use strong, bold san serif typefaces for reading ease. Don't use all capitals; provide ample spacing between words and letters
- vi) Leave space at least the height of the capital letter between line
- vii) Lower case letters are more legible than capitals
- viii) Vary the size of type on your visual to illustrate relative importance of information
- ix) Contrast is important. In general, use dark colors for the background and light colors for text and graphics.
- x) Limit each slide to one main idea
- xi) Graphs and charts should be simple





xii) Include titles to supplement, not duplicate, slide data

xiii) Use duplicates if you need to refer to the same slide at different times in your presentations

xiv) Plan your slides for a good visual place in your presentation. Don't leave a slide on the screen after discussing it.

## **Poster Presentations**

### **+ Oral Discussions**

English is the official language of the Congress. Posters will be on display daily starting on Monday morning.

Authors must be available at their posters for protracted discussions on Tuesday, September 18, 2018 from 12:45 to 13:45. Congress sponsors will provide "Author Will Return" tags which may be posted at the individual author's discretion for other days/times when authors will be available.

### **+ Poster Setup, Presentation and Removal Schedule**

#### **Time table for poster exhibition**

Date	Time	Event
September 16, 2018	14:00-18:00	Put up posters
September 18, 2018	12:45-13:45	Oral discussion





September 17-19, 2018	08:00-11:30	Poster exhibition
September 19, 2018	12:00-14:00	Remove posters

Posters will be on display from Monday to Wednesday. Authors must report in person with their posters on Tuesday, September 18, 2018 between 12:45 to 13:45. Each poster area will be clearly identified with the poster group, poster title, paper number, authors' names and countries (as shown in the Congress program and provided by the Congress sponsors).

Authors are responsible for removing posters. Posters must remain on display until 11:30 on Wednesday, September 19, 2018. All posters must be removed after exhibition. Posters not removed will be discarded. Congress sponsors are not responsible for returning/shipping posters to authors.

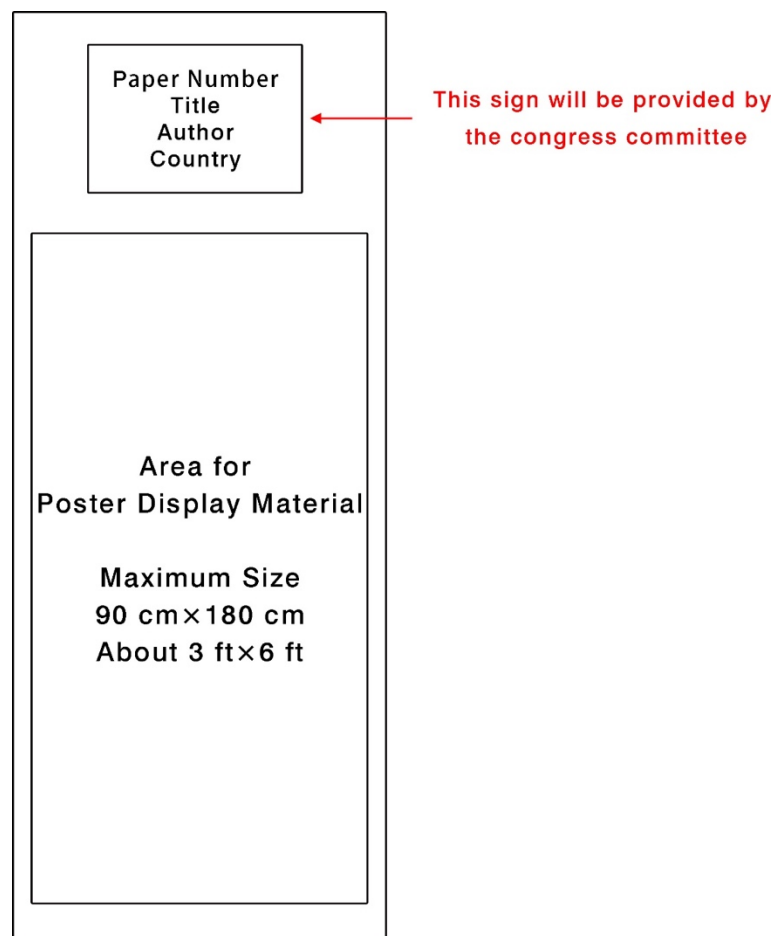
#### **Poster Presentation Provisions**

Each presenter will have his/her own hard standing panel and a 90 cm x 180cm (3 ft. x 6 ft.) area in which the poster information will be affixed. A sign for each panel will be provided by the Congress sponsors and will contain the title of the presentation as submitted, authors' names and countries, poster group name and paper number. *It is encouraged that poster information be suitably laminated as one sheet. Posters will be attached to panels.* Poster lamination is the responsibility of the authors.



Posters must contain authors' names, title of presentation, an abstract and materials such as graphs, charts, tables and photographs that are necessary to communicate effectively the research findings to the audience. Material on posters should not be copies from pages of the typed manuscript or difficult to read handwritten text. Instead, the poster should contain enlarged text and key figures that are easy to read from a distance.

A schematic of the hard-standing panel as well as sample photos are shown below:





## **Poster Program Rules and Regulations**

Poster presentation at the Congress must be made by the person designated as the speaker or one of the co-authors. ONLY THOSE MANUSCRIPTS OF POSTERS DISPLAYED AND DISCUSSED AT THE CONGRESS WILL BE INCLUDED IN THE CONGRESS PROCEEDINGS IF A MANUSCRIPT IS SUBMITTED.

All authors agree to abide by the rules and regulations regarding manuscript submission and publication (if submitting), including strict adherence to the publishing schedule (manuscript deadlines). Any circumstance which prevents presentation of the poster must be immediately brought to the attention of the poster chairman and the Congress sponsors. Failure to provide proper written notification of inability to present a poster can seriously jeopardize future Congress presentations.

### **Special Note:**

- I) Overt or blatant commercialism in oral presentations and visuals is forbidden and seriously damages audience acceptance of technical presentations. Corporate logo may appear on first slide/transparency only. Use of corporate logos on all slides/overheads is an example of overt/blatant commercialism.
- II) Overt or blatant commercialism in posters and manuscripts (if





III) submitted) is forbidden and seriously damages audience acceptance of technical posters. Repeated use of corporate logos on poster displays is an example of overt/blatant commercialism.

IV) All speakers are required to register in advance and will receive special badges. Speakers should register online before June 15, 2018. Speakers

V) are eligible for a discount off the Full-Congress package registration fee. Co-authors must register at regular Congress rates. NOTE: Limit one speaker and speaker registration per presentation.

The full day registration fee include entry to all the technical events, general sessions, exhibition admission, welcome dinner, gala dinner, 3 days' lunch and registration bag with handout materials.

VI) For hotel booking, please explore the website below:

<http://worldpm2018.medmeeting.org/Content/45169>

VII) About Visa:

<http://worldpm2018.medmeeting.org/Content/56776>

### **Rules and Regulations**

Presentations at the Congress must be made by the person designated as the speaker or one of the coauthors. Only papers presented at the Congress will be included in the Congress proceedings.







*A publishable manuscript is a requirement for all technical session presentations.*

All authors agree to abide by the rules and regulations regarding manuscript submission and publication, including strict adherence to the publishing schedule (manuscript deadlines).

Any circumstance that prevents presentation of the paper must be immediately brought to the attention of the Congress sponsors and your individual session chairman. Failure to provide proper written notification of inability to present a paper can seriously jeopardize future Congress presentations.

