

Dear Dr. **Allen Li**

It is our great pleasure to invite you to participate in the XXX which will be held from XXXX at the XXXXX.

We are pleased to inform you that your abstract submitted to the congress has been accepted. The detailed arrangements of your abstract are as follows:

Date	Time	Hall	Session	Role	Title
2017-11-10	15:30-15:50	第二会议厅B厅		Speaker	HyTEC – Outcome analyses for hypofractionations/SBRT
2017-11-12	08:00-08:20	305会议室		Speaker	Advances in Delta Radiomics

Oral Presentation

1. Speakers are kindly requested to use MS PowerPoint in English for their presentations.
2. Please submit PowerPoint file to the Congress's Speaker Ready Room at least **SIX HOURS** before the scheduled presentation time in order to allow verification and transfer to the allocated meeting rooms.

Speaker Ready Room

Venue:

Opening Hours:

3. Each presentation should be 10 minutes or less (this time limit will be strictly enforced) followed by 5 minutes of question and answer.
4. Please also bring your presentation data on a media (USB flash memory) as a backup file.
5. Please read the following instructions first before building the PowerPoint presentations.

PowerPoint Instructions

- a) Please use the Microsoft PowerPoint 2007 or 2010* (*.ppt) or (*.pptx), to guarantee it can be opened successfully on an on-site PC.
- b) Movies: Please take steps to compress your videos (Less than 500 Megabytes). Uncompressed videos will take longer to upload. We can only accept movies created as **WMVs** or **AVI** formats. If you cannot convert the files or have a considerable number of MOV files, please check with a technician in the Speaker Ready Room who can make arrangements to convert the videos for you.

Considerations for Keynote Software Users

- a) Please export your presentation as a PowerPoint (*.ppt or *.pptx) since keynote is not compatible with the conference's presentation management system.
- b) If you are having any issues, please notify our on-site support for additional help.

Poster Preparation

Please prepare your poster to fit in the poster board size below.

Size: 120 cm (48 inches) high x 180cm (71 inches) wide.

Content: Liberal use of figures and tables are recommended.

Note: Poster presenters should request their poster number and double stick tape on-site. Staff will be prepared at the poster display area.

Poster Setup Time

Note: Posters presenters are asked to place their posters at the designated space and to follow the schedule above.

Poster Removal Time

E-Poster

It is mandatory to build the PPT using the XXX E-Poster template and you may download it from the website.

1. Submission site for E-Poster is opened. Only abstracts that are accepted as E-Poster Presentation are required to submit the PPTs.
2. Please log into the system with registered Email and password (Abstracts' first author or contributor's account only). Click on the "**Abstract Acceptance Status**" button on the left to show the list of submitted articles. There will be an "**UPLOAD**" button behind those articles which are accepted as E-Poster.
3. Please limit your PPT slide to one page only and make sure that the size of the document is within 20M.
4. Once you are ready to submit, please click on the "**Upload your file**" button to select the PPT file from your computer first and start the uploading process by click on the "**Upload**" button.
5. Once the uploading process is complete and successful, you will be notified with a pop up window showing "**Your PPT has been uploaded successfully!**"

Submission Deadline for E-Poster: XXX

Published Only

Abstracts will be included in the Abstracts-on-CD only.

Please inform the Congress Secretary by XXX if you are unable to attend the XXX.

Yours sincerely,

XXX Secretariat

Email: XXX