

Reminder of Your Scientific & Social Activities

ID: U1226323 R4534

Dear Prof. Stanley Chang ,

Welcome to Hangzhou to attend The 23rd Congress of Chinese Ophthalmological Society (CCOS) which will be held from September 12-16, 2018. The congress secretariat would like to remind you that you have following scientific arrangement and social activities during the congress:

Scientific Arrangement

Date	Time	Hall	Session	Role	Title
2018-09-13	11:00-11:15	Conference Hall		Speaker	The Management of Proliferative Vitreoretinopathy

Instructions for Moderators and Speakers

1. Speakers should submit their PowerPoint slides to Congress Speaker Ready Room at least 3 hours prior to their scheduled presentations in order to allow verification and transfer to the conference center's system. If your travel plans allow, we recommend that you check your presentation in the Speaker Ready Room, the day prior to your talk.

Speaker Ready Room

Opening Hours:

September 12, 2018 14:00-18:30

September 13-14, 2018 07:30-18:00

September 15, 2018 07:30-17:30

September 16, 2018 07:30-10:00

Venue: Room 103A, 1/F, Conference Center, HIEC

2. Moderators should be present 10 minutes before their session starting and it is also important to ensure that speakers adhere to the time allotted to each speaker.

3. PowerPoint Instructions

- Please use the Microsoft PowerPoint 2007 or 2010* (*.ppt) or (*.pptx), to guarantee it can be opened successfully on an on-site PC.
- We recommend you to save your PowerPoint presentation using PPT(X) format instead of PPS.
- Please note that we cannot guarantee the quality of Macintosh-based presentations; please check in advance their Windows compatibility.
- JPG images are the preferred file format for inserted images. GIF, TIF or BMP formats will be accepted as well.
- Movies: Please take steps to compress your videos (Less than 500M). Uncompressed videos will take longer to upload and will not be better quality than a modern MPEG-4 codec. We can only accept movies created as MPGs, 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.

4. Considerations for Mac Users

Please bring your MacBook to the Speaker Ready Room one day prior to your arranged presentation to have a discussion with technician on-site first since keynote cannot be played on Windows.

Besides, you are kindly invited to attend the following events of the congress:

Opening Ceremony

Date & Time: September 13, 2018 08:15-09:45

Venue: Main Conference Hall, 4/F, HIEC

Dress Code: Business Formal

Presidential Dinner

Date & Time: September 13, 2018 18:30-20:30

Venue: North Star Hangzhou International Expo Center Hotel

Dress Code: Chinese Business Casual (we have prepared the coat for you, please collect it at registration desk)

As a VIP of this Conference, you are kindly invited to attend this event, which we hope could serve as a chance for us to renew old acquaintances and make new friends. An official invitation card with detailed information will be given to you upon your registration at the Congress.

Last but not least, you are welcome to enjoy the following services provided for our VIP guests only:

VIP Lounge

Opening Hours:

September 12, 2018 15:00-18:00

September 13, 2018 08:00-18:30

September 14, 2018 08:00-18:30

September 15, 2018 08:00-17:30

September 16, 2018 08:00-11:45

Location: Room 207, 2/F, Conference Center, HIEC

Note: The VIP Lounge serves tea and coffee.

Photography

The CCOS2018 invites professional photographer to take photos for our VIP guests free of charge. We are delighted to have you visit us during the conference.

Opening Hours: September 13-15, 2018 09:00-17:00

Studio Location: Room 306, 3/F, Hangzhou International Expo Center

Kindly Remind: There is battery car from North Star Hangzhou International Expo Center Hotel to the Hangzhou International Expo Center congress area. Please take the guest elevator to the second floor at Hotel to take the battery car.

Once again, we thank you for your generous support and contribution and we wish you have a pleasant staying in Hangzhou.

Yours sincerely,

CCOS2018 Secretariat