



# ORAL PRESENTATION GUIDELINES

7<sup>th</sup> Asia Pacific Conference on Clinical Nutrition  
5-8 June 2011, Bangkok

# Oral Presenters' Requirements

Powerpoint presentation to be used during the session should be uploaded in the Speaker Ready Room ***no later than AN HOUR before your scheduled presentation.***

If using a Powerpoint (or any other computer) presentation, please note you need to bring it on a CD, or a DVD or on a “disk on key” Memory stick (using the USB port in the computer) and load it on one of the computers in the Speaker Ready Room at least **one (1) hour** before the start of the session. You may supply your own laptop computer **as a back-up only.**

If combining video or audio files with PowerPoint, please inform the staff at the Speaker Ready Room to ensure that all necessary files are saved in the appropriate folder. In addition, make sure to check it in the session hall where your lecture is taking place during a coffee or lunch break prior to your session, at least 30 minutes before the start of the session - **even after checking it in the Speakers' Ready Room.**

# Preparing Your Presentation

In order to use MAC presentations on a PC compatible computer please note that you need to prepare it according to the instructions below, before bringing it to the Speakers' Ready Room:

1. Use a common font, such as Arial, Times New Roman, Verdana etc. (special fonts might be changed to a default font on a PowerPoint based PC).
2. Insert pictures as JPG files (and not TIF, PNG or PICT - these images will not be visible on a PowerPoint based PC ).
3. Use a common movie format, such as AVI, MPG and WMV (MOV files from QuickTime will not be visible on a PowerPoint based PC).

You may use your own Macintosh laptop computer as a **back-up only**. In such a case please confirm that it has a VGA socket for external signal and come to check it first in the Speakers' Ready Room as soon as you arrive and later on in the session hall where your lecture is taking place during the coffee or lunch break prior to your session, at least 30 minutes before the start of the session.

## Media

Please save your powerpoint presentation on a USB stick/thumb drive or CD Rom.

## Note

The use of your own laptop during your presentation IS **NOT ALLOWED**.

# Oral Presenters' Requirements

The Speaker Ready Room is located on the ??

Date	Opening Hours	Location
June 5	13:00 – 18:00 hrs	Rangsit 4 Room
June 6	07:30 – 18:00 hrs	Rangsit 4 Room
June 7	07:30 – 18:00 hrs	Rangsit 4 Room
June 8	07:30 – 18:00 hrs	Rangsit 4 Room

## Equipment

The Speaker Ready Room will be equipped with laptops, giving you a chance to view or edit your presentations before uploading them.

# Preparing Your Presentation

## **Presentation Duration**

13 minutes (including Q&A session). The program has an extremely tight time schedule, which must be maintained in order to allow delegates to move from room to room between sessions. You are therefore requested to keep to this schedule precisely.

Given the brevity of presentation, we suggest you limit your presentation slides to 15.

## **Presentation Language**

The official language of the congress is English. Simultaneous interpretation will not be provided.

# Pre-Session Instructions

Kindly be at your session rooms at least 15 minutes before your session is due to start.

This will allow you to meet your chairperson.

This will also allow you to be briefed on how to use the Audio Visual Equipment inside the meeting room.

Please inform the Association Project Manager where (Hotel Name) you will be staying, in case we need to contact you during the program. Furthermore, if your mobile phone will be on roaming mode, please share your mobile phone number with the APM at [pbannasateinsri@kenes.com](mailto:pbannasateinsri@kenes.com).

# During Your Presentation

## **Personnel inside the Session Room**

A room assistant, a technician taking care of the audio-visual equipment will be in the session rooms at all times.

## **The following audiovisual equipment is available in the session room:**

- LCD projector and overhead screen

- Laptop

- Laser pointer

- Podium and lapel microphones

- Discussion (Q&A) microphones

- Headtable (seats the chairpersons only)

## **Time Limit**

The meeting room assistant who briefed you on how to use the equipment will also be keeping time. She/he will hold up a signage to let you know how many minutes you have left.

***Timings:*** 3 minutes; 1 minute; Time is Up!

# Certificates of Participation

Each presenter will be given one certificate. This certificate will be issued under the name of the presenter.

Should you want to change the recipient of the certificate, you have only until 15<sup>th</sup> May 2011 to email the Associate Project Manager (APM) at [pbannasateinsri@kenes.com](mailto:pbannasateinsri@kenes.com)

You may claim the certificates from the Registration Counter beginning 7<sup>th</sup> June at 13:00 hrs.

# Information on Getting a Visa

Below is the website address for Thailand's Ministry of Foreign Affairs. Below is a list of countries exempted from visa. Please check this website as rules and regulations may change from time to time. <http://www.mfa.go.th>

1. Australia : Commonwealth of Australia
2. Austria : Republic of Austria
3. Belgium : Kingdom of Belgium
4. Brazil : Federative Republic of Brazil (\*\*\*\*)
5. Bahrain : State of Bahrain
6. Brunei Darussalam : Negara Brunei Darussalam
7. Canada
8. Denmark : Kingdom of Denmark
9. Finland : Republic of Finland
10. France : French Republic
11. Germany : Federal Republic of Germany
12. Greece : Hellenic Republic
13. Hong Kong : Hong Kong SAR
14. Iceland : Republic of Iceland
15. Indonesia : Republic of Indonesia
16. Ireland : Republic of Ireland
17. Israel : State of Israel
18. Italy : Republic of Italy
19. Japan
20. Korea : Republic of Korea (\*\*\*\*)
21. Kuwait : State of Kuwait
22. Luxembourg : Grand Duchy of Luxembourg
23. Malaysia
24. Monaco : Principality of Monaco
25. Netherlands : Kingdom of the Netherlands
26. New Zealand
27. Norway : Kingdom of Norway
28. Oman : Sultanate of Oman
29. Peru : Republic of Peru (\*\*\*\*)
30. Philippines : Republic of the Philippines
31. Portugal : Republic of Portugal
32. Qatar : State of Qatar
33. Singapore : Republic of Singapore
34. Spain : Kingdom of Spain
35. South Africa : Republic of South Africa
36. Sweden : Kingdom of Sweden
37. Switzerland : Swiss Confederation
38. Turkey : Republic of Turkey
39. United Arab Emirates
40. United Kingdom
41. United States of America
42. Vietnam : Socialist Republic of Vietnam

# Transportation

## Suvarnabhumi Airport

From the airport, you may take either of the following options to travel to the conference venue

1. Limo service – there are several limo service counters on the arrival area of the airport. Cost is between THB 1,200 – 1,500
2. Public taxi – on Level 1. Taxi fare is based on metered charge plus a THB 50 surcharge. Payment of toll fees are the responsibility of the passenger.
3. Buses

# Important Notes

Those who have not registered for the symposium will find that their poster panels are missing. Thus, if you intend to present your poster, please register immediately and indicate your Abstract number when prompted by the online registration system.

Those whose posters will be presented by their colleagues, please make sure that the APM knows about this. Email her at [pbannasateinsri@kenes.com](mailto:pbannasateinsri@kenes.com)