GEST Asia 2016 Presentation Guideline

Speakers and Moderators

Please show up at the session room **at least 10 minutes before** the session starts. Speakers are requested to have a front seat during the session.

COI Disclosure

All the presenters are requested to disclose the COI related to your presentation. Please indicate your COI disclosure in your first slide or at the bottom of your scientific poster.

Upload and check your presentation(s)

The pc center for uploading your presentation(s) is open in **room "Oak"** during the following hours. Please complete uploading your presentation file(s) **at least 60 minutes before** your session is started. If the presentation is scheduled early in the morning, speakers are kindly requested to visit the PC Center on the previous day.

Date	Time	Place
Thursday, December 15	6:00pm – 7:00pm	Room "Oak"
Friday, December 16	7:00am – 6:00pm	(Right Side)
Saturday, December 17	7:00am – 3:00pm	

If you bring your presentation file(s) with a thumb drive or a CD-ROM, please conduct checking for viruses before and after saving the file(s).

➢ The type of personal computers (PC) available at the venue is,

  Windows 7, Presentation software PowerPoint2007、2010、2013、2016, and

  Mac OS X Yosemite, Presentation software PowerPoint2008、2011, 2016

                Keynote06、08、09.

➢ If any movie file is included, please bring your pc to the PC center just in case.

If you bring your presentation with your own pc, make sure the Mini D-sub 15 pin is indispensable. In case your pc is not available for the Mini D-sub 15 pin, you are required to bring your own adopter.

MiniD-sub15 pin

➢ To prevent any sleep mode during the presentation, please deactivate the screen saver and power saving function.

➢ The AC adaptor (100V) is requested to bring with you.

➢ Please update virus check software prior to the presentation.

Scientific Abstract Presentation - Oral

Each speaker is required to keep the time for your presentation, 6 minutes for presentation and 3 minutes for Q&A.

Scientific Abstract Presentation - Poster

Poster panels are located in the exhibit hall with the corresponding number prepared by Secretariat. The posters are displayed during the meeting. There is no poster session, however, it is preferable to discuss with the attendees as necessary.

Set-up/Removal	Date	Time
Set-up	Thursday, December 15	6:00pm - 7:00pm
	Friday, December 16	7:30am - 9:30am
Removal	Saturday, December 17	4:15pm – 5:00pm

It is each presenter's responsibility to bring the poster to the venue and to remove it. All the posters remaining after 5:00pm on Saturday, December 17, will be discarded. If the presenter is unable to meet the set-up or removal time, s/he must arrange for someone else to assist.