



"Tradition, Evolution, and Harmony for Healthy Children"

11th Congress of the Asian Pan-Pacific Society of Pediatric Gastroenterology, Hepatology and Nutrition
September 25-28, 2009 Seoul, Korea

Oral Presentation Guidelines

Language

It is requested that the file should be written in English.

Presentation

- Presentation Time: 7 minutes, Q&A Time: 3 minutes
- All presenters are asked to observe their presentation time strictly as assigned
- Presenters are requested to be in their congress room at least 10min. before the start of the session.

Authorized PC formatted file support

- Presenters should bring a backup copy of their presentation(s) on a PC formatted file support such as USB key, CD-Rom, DVD, External Hard disk to the preview room.

Audio-Visual Equipment

- The session room will be equipped with a master computer, which shall be used for all presentations.
- Presentations must be PCs compatible (It is easier to transfer Mac formatted files to PC formatted files than otherwise).
- We do not recommend using your own laptop computer for presentation to avoid problems with computer-projector compatibility and to save time that would otherwise be needed for changing connection.

If you are going to use your laptop or Macintosh, please let the secretariat know via email before the congress.

Presentation Format

It is strongly recommended that all presenters prepare the presentation materials in **Microsoft Office POWERPOINT**.

	Advised	Not advised
PowerPoint Software	Version 97, 98, 2000, 2001 or XP-2002 and 2003, Windows 2007	Keynote
Font	PC Fonts (Arial, Times,; Wingdings for special characters and other sign)	
Pictures	.jpg, .gif, .tif, or .bmp	.pict
Video files *	.wmw, .mpeg	.mov (quicktime); DIVX 6and over

- * **Do not forget to** bring your video files with your final presentation onto PC formatted file support!. **And presenters who will use video file are required to inform the secretariat office via email before the congress.**

Submitting the Presentation Materials

1. Before the congress starts, you can upload your presentation materials on-line **by September 20** through the following process;
 - ① Please click on WEBHARD website (<http://meci.webhard.co.kr>)
 - ② For English, click English in the upper right corner
 - ③ Log in with ID: appspghan2009 and PW: 1234
 - ④ Click on the 'Presentation Materials' in the 'Upload_Only' folder
 - ⑤ Make your folder with your Abstracts No, first name and last name
Ex) Abstracts no._ first name and last name
 - ⑥ Please upload your files.

For more details, please visit APPSPGHAN2009 website or contact APPSPGHAN2009 secretariat at **program@appspghan2009.org**.



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- ✓ If you want to delete the old version of presentation file on the webhard after uploading the new presentation file, please contact at program@appspghan2009.org

2. During the congress, presenters are requested to proceed to the preview room **at least 12 hours before** your presentation where they will be assisted by computer experts. Presenter will be able to upload or review/update their presentation(s).

The location and operation time for Preview Room are as below;

Presentation Place	Location of Preview Room	Date & Hours of Operation
Vista Hall	Ida Room at B1 Floor, Sheraton Grande Walkerhill Hotel	September 25(11:00 ~ 18:00) September 26~27(07:30 ~ 18:00) September 28(07:30 ~ 12:00)
Mugunghwa Hall	Calla Room at First Floor, Sheraton Grande Walkerhill Hotel	September 24(11:00 ~ 18:00) September 25(11:00 ~ 18:00) September 26~27(07:30 ~ 18:00) September 28(07:30 ~ 12:00)



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Poster Presentation Guidelines

Language

All Poster presentations should be created in English.

Poster Display

The organizing committee will provide with a series of poster display boards. Posters should be affixed to the poster boards using double stick tapes. We will prepare tapes for mounting. However, it is recommended to bring your own suppliers in case that they could be run out and not be sufficiently available for all of presenters. There is no audio-visual equipment for poster presentations.

Schedule

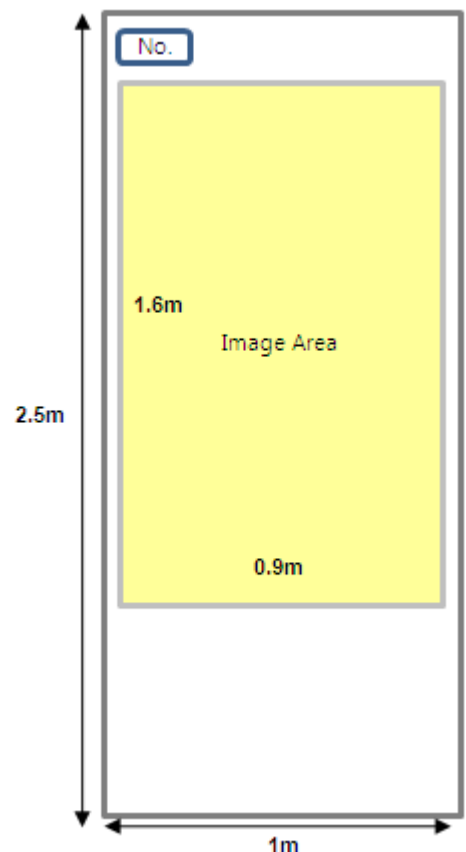
Mounting	September 25(Fri.)	11:00~14:00
Display	September 25(Fri.)	14:00~18:00
	September 26(Sat.) ~ September 27(Sun.)	09:00~18:00
	September 28(Mon.)	09:00~12:00
Removal	September 28(Mon.)	12:00~14:00
Place	Grand Hall 2&3(Exhibition Hall)	

Poster Board Dimensions

Poster board will be provided to display your materials. The board size is 2.5m high and 1m wide and the poster size is **1.6m high** and **0.9m wide**. Materials, including title, may not extend beyond the poster size.

Poster Design

- Abstracts numbers supplied by the organizer will be placed in the upper of each poster board.
- Title, authors' names, affiliations, countries should be included on the poster.
- The title should be same as the one in the abstract.
- Make your own poster presentation easy to read with some visual display. Produce material that is legible from a distance of at least three feet.
- The organizers are not responsible for loss or damage to those posters which are not removed by authors within the times of dismantling as indicated above. Posters not removed by their authors at the stated time, will be automatically destroyed.
- All posters should be displayed during the whole congress days.
- All posters should be brought by the presenter. Please do not send your poster by mail.



For more details, please visit APPSPGHAN2009 website or contact APPSPGHAN2009 secretariat at program@appspghan2009.org.