

Oral Presentation Guideline

1. Presentation Information

- The presentation should be total in 10 minutes (Consisting of 7 mins presentation + 3 mins Q&A)
- Overruns penalize other presenters and will not be allowed. The moderators have been given instructions to curtail each presentation to the allotted time. Please rehearse your talk to make sure it will fit comfortably into the available time.
- Presentations should be made in English.
- Please take a seat at the 'Reserved Seat' area for speakers in the first row at least 10 minutes before the session starts.

2. Presentation File (Power Point Slide)

- Presenters should prepare the presentation file(s) in the format of MS Power Point (2010, 2013, and 2016)
- Any standard fonts provided by MS Office may be used. If not, please attach the font file(s) with the presentation file(s).
- Please bring your presentation file(s) on your USB flash drive, and make sure that the file(s) works well.
- The screen and projector at the venue are optimized for **16:9 slides**. Although 4:3 slides are available for presentation, **we recommend preparing your slides in 16:9.**
- **The presentation file is to be submitted by uploading it at the on-site of the Congress.**

3. Preview Room

Operation Hours	June 6(Thu) 07:30- 17:00 June 7(Fri) 07:30- 17:00 June8(Sat) 07:30- 15:00
Place	206, 2F, Coex
Floor Map	2 nd Floor

- Please visit the Preview Lounge to check your presentation file at least **2 hours before your session starts**. This is mandatory to ensure your file works properly during the presentation.
- If your presentation file contains animations or movies, you are advised to check over technical matters 3 hours before the session.
- All presentations will be stored on a network server and will be accessible from the PC in each session room where the presentation will be held.

4. How to Upload Your Presentation File(s)

- Visit the Preview Lounge at least 2 hours before your presentation.
- The professional staff of the Preview Lounge will assist you to load your presentation file into a network server so that it will be available on the computer in your session room when you come to speak.

[Property Rights]

- After the presentation, presenters may visit the Preview Lounge and delete the presentation file(s) on the desktop to safeguard the property rights of the file(s). If not, the file(s) will be automatically deleted after the congress.

5. Audio Visual Equipment

All presenters should only use venue facilities. Each session room will be equipped with the followings:

Laptops (operated by a technician at the control box) running MS-Office PowerPoint 2010, 2013 or 2016 operated in Windows 7, equipped with compact disk reader (CD & DVD) and USB drive, a mouse, a timer which will be shown on the monitor, a beam projector (RGB Port), a 4:3 ratio screen

- To avoid frequently occurring technical problems during the presentation, all presenters are asked to use only IBM compatible PCs and the single LCD projector preset in the session room for all presentations.
- The slide note on the tablet PC will advance along with the advance of slides. Any direct control of tablet PC may cause malfunction of the presentation system. **Please do NOT touch the tablet PC.**
- **It is NOT allowed to use your own laptop computer (especially Macintosh laptop).**
: Only if unavoidable, please contact the secretariat beforehand.

If you would like to use any other A/V equipment, please contact us by May 30 (Wed), 2019.

6. Equipment on the Podium



- Upon reaching the podium, lights will be dimmed and the first slide will be projected onto the screen.
- You may operate the screen by clicking the left button of the mouse to start your presentation.
- On the tablet PC monitor, you can see your speaker notes which you have written on each PPT slide. **Please do NOT touch the tablet PC.**
- A timer will be shown at the side of your screen to indicate your presentation time.

Jiwon Yoon (Ms.) / ICCVA-ASCA 2019 Secretariat

The 17th International Congress of Cardiothoracic and Vascular Anesthesia

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