



GUIDELINES FOR PRESENTATIONS

INSTRUCTIONS TO SPEAKERS

When you arrive at the Songdo ConvensiA Grand Ballroom;

- Collect your registration material at the registration desk
- Kindly upload your presentation at the Speakers' Preview Room a day before your presentation and **at the latest 2 hours before** the start of your presentation session
- We encourage you to visit the Speakers' Preview Room as early as possible to receive further instructions and to avoid any last minute challenges
- Be available by your room door at least **10 minutes before the start of your session**
- If you have any questions, please contact a staff member at the Speakers' Preview Room

SPEAKERS PREVIEW ROOM OPEN HOURS

The preview Room: Meeting room #201

The opening hours of the Preview Room are;

April 3(Wed)	15:00 – 18:00
April 4 (Thu)	07:00 – 18:00
April 5 (Fri)	07:00 – 18:00
April 6 (Sat)	07:00 - 12:30

TIPS FOR PRESENTATION

- Use screen resolution 4:3 format
- Use standard fonts such as Arial, Times or Helvetica, 24 font sizes can be read easily, a font size below 20 is difficult to see from the back of a large room
- Presentation slides must be uploaded in the preview room **not later than 2 hours before the start hour of the session**
- Please take a file in USB and Name of File: Session name_presenter name
In case, if you could not bring the USB, please email PPT file to secretariat office (apss.appos2019@gmail.com) by April 2nd, 2019 to facilitate a smooth session.

Check your slides and to check the demo of your presentation with the technical staff.



APSS Presentation and Discussion Time

Contribution Type	Time Allocation	Talk Duration	Discussion
Symposium	10 mins	8 mins	2 mins
Free Paper April 4 th & April 5 th	8 mins	5 mins	3 mins
Free Paper, April 6 th	5 mins	3mins	2mins
Plenary Spine Session	15 mins	12 mins	3 mins
APSS-APPOS Combined Session	15 mins	12 mins	3 mins
Best Paper Award Session	8 mins	5 mins	3 mins
*Meet the Masters Session time line is irregular for each session so please check the website and program book.			

APPOS Presentation and Discussion Time

Contribution Type	Time Allocation	Talk Duration	Discussion
Symposium I ~ IV, VI ~ VIII	15 mins	12 mins	3 mins
Symposium V	12 mins	8 mins	4 mins
Free Paper Session	6 mins	4 mins	2 mins
Plenary	30 mins	30 mins	-
Keynote Speech	20 mins	20 mins	-
POSNA-APPOS Fellowship Session	10 mins	10 mins	-
APSS-APPOS Combined Symposium	15 mins	12 mins	3 mins
APPOS Traveling Fellowship Presentation	10 mins	10 mins	-