

# INFORMATION FOR SPEAKERS

## SPEAKER PREVIEW, WU HOU ROOM, 5F

Speakers are requested to upload their presentation slides at the Speaker Preview Room at least 3 hours before the start of their sessions. If your presentation is scheduled in the early morning sessions, please upload your presentation slides the day before.

Date	Time
29 May 2024 (Wednesday)	14:00 – 17:00hrs
30 May 2024 (Thursday)	08:00 – 17:30hrs
31 May 2024 (Friday)	07:00 – 17:30hrs
1 June 2024 (Saturday)	07:15 – 15:30hrs

## DISCLOSURE OF CONFLICT(S) OF INTEREST

All speakers should declare any conflict(s) of interest or lack thereof in all their presentations.

## PRINCIPLES OF PRESENTATION CONTENT

1. The content of the lecture should be objective and impartial, supported by relevant scientific evidence.
2. When the lecture contains data, it should be based on data and findings from peer-reviewed journals, or in the absence of sufficient peer-reviewed sources, from the best evidence-based data.
3. If specific drugs or medical devices are discussed, alternative products should be presented and discussed when appropriate.

## PRESENTATION FORMAT

**Please format your slides to 16:9 aspect ratio.**

Only presentations using PowerPoint are acceptable.

**Audio transmission is not supported.** Please use the mouse or clicker provided at the speaker's podium to operate your own presentation. (**Note:** The computer on which the presentation is stored is not situated at the podium.) Speakers who wish to use Keynote for Mac OS computers will need to use their own computers. Please inform the Secretariat ahead of time and check the video output in the Speakers' Preview Room at least 3 hours before the start of your session.

**Important note:** Please save data in accordance with the notes below and store data on a USB flash memory device. At the Speaker Preview Room, please provide the AV staff with your name and the session(s) you will be speaking in.

## DATA FORMAT

1. Use Microsoft PowerPoint (2007 to 2019) and save presentation in .ppt or .pptx format to ensure compatibility with the onsite PC.
2. We are unable to guarantee the quality of Mac OS-based presentations; please check in advance for Windows compatibility or bring your Mac computer to the Speaker Preview Room for onsite assistance.

The data you provide (on a USB flash memory drive) will be temporarily stored on the server in the Speaker Preview Room. The organizer will erase all data after the conference.

3. Videos: Compress videos to less than 500 MB. We recommend storing videos in MP4 format. If you are unable to convert files, please approach the technical staff at the Speaker Preview Room for assistance.

## FREE PAPER PRESENTATIONS

It is compulsory to upload your free paper presentations in the Speaker Preview Room at least **3 hours before** the start of your sessions.

## FOR SPEAKERS USING PERSONAL COMPUTERS (Not applicable for free paper presentations)

AV staff will check the video output of your computer using an LCD monitor. Please switch off any screensavers, antivirus programs, and power-saving modes prior to your presentation. Please remember to bring your own power cable for your computer. If you are using a Mac computer, please remember to also bring your own computer and cables, display adaptor, HDMI/D-sub output for connection to a projector.

To avoid unforeseen circumstances, we recommend that all speakers utilize equipment provided by the event organizer. Please also ensure that you have a backup copy of your slides on a thumb drive or hard disk.

## TIME KEEPING PROTOCOL

Speakers should be in the meeting room at least 15 minutes before the scheduled time. The meeting program is intensive and keeping to schedule is essential. Session chairs will be strict with time keeping. Speakers should take note of the following time keeping protocol:

**A countdown timer located near the podium will be activated when the presentation commences. Speakers should check the timer regularly to keep track of the available time.**

- 1 RING: Speaker has 1 minute of presentation time left
- 2 RINGS: Presentation time is finished

Microphone will be muted 10 seconds after the timer shows "0".

# 讲者信息

## 试片室, 武侯厅, 5F

请讲者至少在会议开始前3小时来试片室上传幻灯。如果您的演讲安排在上午早场, 请在前一天上传您的幻灯片。

日期	时间
2024年5月29日 (星期三)	14:00 – 17:00hrs
2024年5月30日 (星期四)	08:00 – 17:30hrs
2024年5月31日 (星期五)	07:00 – 17:30hrs
2024年6月1日 (星期六)	07:15 – 15:30hrs

## 利益冲突的声明

所有讲者都应在其所有发言中做有/无任何利益冲突声明。

## 演讲内容原则要求

1. 讲课内容客观公正, 具有相应的科学证据。
2. 讲课内容涉及某些数据的应当以来自同行评审发表期刊的数据和发现为基础, 或者在没有足够的同行评审来源的情况下, 从最好的循证数据中获取。
3. 如果讨论任何特定的药物或医疗器械, 应在适当的情况下提出并讨论替代产品。

## 幻灯格式

**请将幻灯片格式设置为16:9纵横比。**

只接受使用PowerPoint的演示文稿。

**不支持音频传输。**请使用演讲台上提供的鼠标或点击器操作您自己的幻灯。(注意: 存储演示文稿的计算机不在讲台上。) 希望使用Mac OS计算机Keynote的讲者需要使用自己的电脑。请提前通知秘书处, 并在会议开始前至少3小时来试片室检查视频输出。

**重要提示:** 请按照以下说明保存数据, 并将数据存储于USB闪存设备上。在试片室, 请向AV工作人员提供您的姓名和您将要发言的会议。

## 数据格式

1. 使用Microsoft PowerPoint (2007至2019) 并以.ppt或.pptx格式保存演示文稿, 以确保与会场电脑的兼容性。
2. 我们无法保证基于Mac OS操作系统的演示文稿的质量; 请提前检查Windows的兼容性, 或将您的Mac电脑带到试片室寻求现场帮助。  
您提供的数据(在USB闪存驱动器上) 将暂时存储在试片室的服务器上。会议结束后, 组织者将删除所有数据。
3. 视频: 将视频压缩到500 MB以下。  
我们建议以MP4格式存储视频。如果您无法转换文件, 请联系试片室技术人员寻求帮助。

## 自由论文发言

必须在会议开始前至少三小时前在试片室上传您的演示文稿。

## 使用个人电脑的讲者

**(自由论文发言讲者不适用)**

AV工作人员将使用液晶显示器检查您电脑的视频输出。在演示之前, 请关闭所有屏幕保护程序、防病毒程序和省电模式。请记得自带电脑电源线。如果您使用的是Mac电脑, 请记得带上您自己的电脑和连线、显示适配器、HDMI/D-子输出, 以便连接到投影仪。

为避免出现意外情况, 我们建议所有讲者使用会议组织者提供的设备。还请确保您做好幻灯片的备份。

## 计时协议

讲者应在预定时间前至少15分钟到达会议室。会议时间安排紧凑, 请务必遵守时间。会议主席将严格计时。讲者应注意以下计时协议:

**演讲开始时, 将启动位于讲台附近的倒计时计时器。讲者应定期检查计时器, 以了解可用时间。**

- 响1声: 演讲者还有1分钟的演讲时间
- 响2声: 演讲时间结束

麦克风将在计时器显示“0”后10秒钟之后静音。