



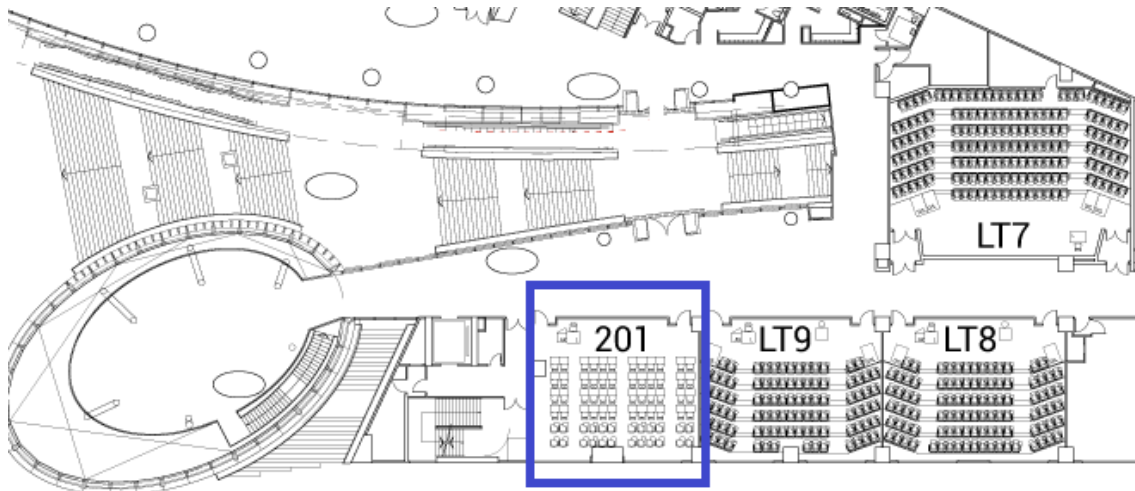
**The Chinese University of Hong Kong  
Faculty of Medicine  
The Nethersole School of Nursing**

**Guidelines for Presenters of Concurrent Sessions**

1. All presenters are required to upload their presentation PowerPoint files to the symposium via a specific link prepared for each author **on or before 16 May 2019**.
2. All presenters should preview their presentation PowerPoint slides 3 hours before the assigned presentation time at the Speaker's Preparation Room (room 201, 2/F, YIA).
3. The location and operation time of the Speaker's Preparation Room are as follows:

|                           | <b>Time</b> | <b>Location</b> |
|---------------------------|-------------|-----------------|
| <b>Day 1: 23 May 2019</b> | 0815-1700   | YIA201          |
| <b>Day 2: 24 May 2019</b> | 0815-1700   | YIA201          |

YIA – Yasumoto International Academic Park



4. Each presentation will have a maximum of 10 minutes for presentation, followed by a 2-minute Q&A session.
5. The venue for presentation will be equipped with the following audio-visual equipment: a computer, a LCD projector and a laser pointer. Computer software including Microsoft Office 2016 Professional Plus, Adobe Reader DC and a web browser will be installed.
6. Presenters are strongly recommended to use the computer provided by the symposium organiser at the venue. If the presenters would like to use their own laptop or other technology related items, please understand that there are no guarantees to integrate them into the university's system.