

# Instructions for Short Oral Presenters

## Thank you for presenting at ATTD-ASIA 2024

This page is designed to prepare you for your Short Oral presentation at ATTD-ASIA 2024. Please visit the page regularly for updates on technical requirements, deadlines and general information.

### Short Oral Presentation

Certain abstracts have been selected for Short Oral Presentations. These presentations will be given at designated times during the conference.

- The Short Oral Presentation will take place during the breaks at the Short Oral Presentation stations in the exhibition area at the Bencoolen Foyer.
- Each Short Oral Presentation duration is 5 minutes – 3 minutes to present, plus 2 minutes for discussion.
- Presenters should be at the Short Oral Presentations stations 10 minutes before the start of the session and remain there until the session has finished.
- The Presenters are requested to prepare and upload a Short Oral Presentation to the system.
- All participants are invited to the Short Oral Presentations stations to hear the short presentations and to ask questions.
- Each session will be guided by one moderator.
- Presenters and chairs are requested to be at their Short Oral Presentation station 10 minutes before the start of

their session.

- **Note:** Headsets for attendees will be provided.

## Information regarding Short Oral Presentations

- Each Short Oral Presentation will consist of a 1-page pdf file of up to **3 pages – landscape orientation**.
  - **IMPORTANT NOTE: A Short Oral Presentation with more than 3 pages will not be included in the program.**
- **Only Short Orals of registered participants** will be included in the conference program. Please see below for further guidelines on how to prepare your Short Oral presentation.
- **NOTE:** By uploading your Short Oral presentation, you agree to have it published in the official ATTD-ASIA publications and platforms.
- **Short Oral registered presenters** will receive a link to upload their Short Oral presentation in due course.

**Upload Short Oral Presentation System is open!**

**As a Short Oral presentation Presenter, you will need to:**

### Register for the Conference

All Short Oral presentation presenters are required to register for the Conference. If you have yet to do so, you may find information regarding registration by clicking [here](#).

# Short Oral Presentation Guidelines

## Technical specification for Short Oral presentation preparation

Please prepare your Short Oral presentation as a **PDF file with up to 3 pages in landscape orientation.**

**IMPORTANT NOTE: A Short Oral Presentation with more than 3 pages will not be included in the program.**

If you wish, you may use a template that can be downloaded [here.](#)

- **Language:** All e-Posters should be prepared in English
- **File Format:** PDF format – **up to 3 pages, landscape orientation**
- **Orientation:** Please create your document in PowerPoint in **Landscape layout 16×9** and save it as a **PDF file**
- **Font types:** Arial, Calibri, Verdana, Times New Roman or Helvetica
- **Font size:** 11 points or larger
- Hyperlinks, animated images, animations and embedded videos are **not** permitted and will be not function
- QR Codes may be included but cannot link to any promotional or marketing material
- **Images and tables:** At least 200 dpi – good picture quality is essential
- When inserting images, photos, tables, etc., please use simple copy-paste and do **not** use embedded documents – the system does not support embedded files – audio or video
- Avoid overlapping objects and layers – only the final view/status will be visible
- When saving your PDF, please do **not** use symbols or special characters (ie. +/@/ü) in the file name
- Please do not use headers and footers
- **File size:** Less than 5 MB

# Information regarding e-Posters

- Each e-Poster will consist of a 1-page pdf file (and an optional audio file, see details and conditions below). The conference participants will be able to contact the e-Poster presenter through the virtual platform.
- **Only e-Posters of registered participants will be displayed in the e-Poster Gallery** on the Conference virtual platform, the mobile app, and will also be available at the e-Poster Stations at the venue. Please see below for further guidelines on how to prepare your e-Poster.
- **NOTE:** By uploading your e-Poster (and audio file), you agree to having it published in the official ATTD-ASIA publications, and on the virtual platform and mobile app.
- **e-Poster registered presenters** will receive a link to upload their e-Poster in due course.

**Upload e-Poster System will open soon!**

## Recording your MP3 audio file for your e-Poster

e-Poster presenters are encouraged to record a 3-5-minute MP3 audio file to accompany their e-Poster. The recording will be accessible from the e-Poster gallery within the virtual platform but not at the e-Poster station onsite nor on the conference app. For instructions on how to record a short audio file for your e-Poster [click here](#).

***\*\*Please note that you may NOT save the file name with any characters or symbols – only letters and numbers and no spaces in the file name.***

By following the guidelines, you will ensure your e-Poster is displayed correctly. Without following these instructions your

e-Poster will not be uploaded correctly.

## **Messaging e-Poster Presenters**

Within the virtual platform, there is a messaging service to facilitate scientific exchange. Messages can be sent by participants directly to the presenter's email (without seeing the presenter's email address). Please note: the message is sent without displaying your details, so if you wish the presenter to have your email address, you will need to include it in your message body text.

***Please note, there will not be paper posters at ATTD-ASIA 2024.***

For questions, please e-mail [attda\\_abstracts@kenes.com](mailto:attda_abstracts@kenes.com)