

GUIDELINES FOR ORAL PRESENTATION

1. An LED projector shall be made available to facilitate your presentation. The only software that will be used is Microsoft PowerPoint. Bring your file in this format in a new USB flash drive or other appropriate medium, free of virus. Presenters will not be allowed to use their own laptop computers. Apple computers will not be available. All presentations must be compatible with this setup.
2. For additional audio-visual requirements, please arrange with the MASO Secretariat at least 7 days before the conference. Participants may be charged for this additional equipment used.
3. In whichever format, it is suggested you use sufficiently large fonts and clearly legible typefaces to enable participants to read the presentation. Note that the presentation shall be in the ballroom, accommodating close to 200 participants. Do not cram too much information into each slide.
4. Time allocation:
 - a. **Plenary Speakers are allocated 40 minutes** with no discussion time. You will hear a bell at the “35 minute” mark, signalling that you have only 5 minutes left to wrap-up your presentation. Another bell will ring at the “**40 minute**” mark to signal the end of your presentation time.
 - b. **Speakers allocated 30 minutes** will have **(25 + 5) minutes**. The “+5” minutes indicated is meant for discussion of your paper. You will hear a bell at the “**20 minute**” mark, signalling that you have **only 5 minutes left**. Another bell will ring at the “25 minute” mark to signal the end of your presentation time.
 - c. **Speakers allocated 20 minutes** will have **(15 + 5) minutes**. The “+5” minutes indicated is meant for discussion of your paper. You will hear a bell at the “12 minute” mark, signalling that you have only 3 minutes left. Another bell will ring at the “15 minute” mark to signal the end of your presentation time.
 - d. **Speakers allocated 15 minutes** will have **(12 + 3) minutes**. The “+3” minutes indicated is meant for discussion of your paper. You will hear a bell at the “10 minute” mark, signalling that you have only 2 minutes left. Another bell will ring at the “12 minute” mark to signal the end of your presentation time.
 - e. **Speakers allocated 10 minutes** will have **(8 + 2) minutes**. The “+2” minutes indicated is meant for discussion of your paper. You will hear a bell at the “6 minute” mark, signalling that you have only 2 minutes left. Another bell will ring at the “8 minute” mark to signal the end of your presentation time.

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5. You are advised to **adhere strictly to the time allocated** to avoid upsetting the scientific programme.
6. You must submit your PowerPoint in your USB flash drive to the MASO Secretariat at the **Slide Preview** area at least three (3) hours before the time scheduled for your presentation. Collect your USB flash drive by the end of the day (1700 hrs), if not earlier.
7. Please prepare a brief (half page) **CV for introduction** by the Chairperson. Relevant information includes: name and title, job designation, institution/organisation, qualifications, specific areas of interest / research experience, other relevant activities. You may refer to or use the form attached for this purpose. Please email your c.v. (according to MASO 2019 format) in advance to maso.obesity@gmail.com with the Subject Title "C.V. of (your name) in Symposium (relevant number)".