

HKOA 31st Annual Congress Oral Presentations Instructions

Please send your presentation file in **Microsoft PowerPoint** format on a CD or DVD-ROM to the following address ***on or before 5:00pm, 01 November 2011:***

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The submitted CD or DVD-ROM should have a label listing the following information:

- **Title of Abstract**
- **Presentation Date, Time and Room No.**
- **Name of Presenter**
- **Contact of Presenter (Name, Telephone No., Email Address)**

The time allocation for free paper presentation is 5 minutes (+ 1 minute discussion), 6 minutes (+ 1 minute discussion) for “ Award Paper “ session.

Presenters will be notified one minute before the end of the presentation, and at the end of the allowed time, the moderators reserve the right to decide to switch on the lights and the presentation will be truncated.

Please note the following:

Please save your Powerpoint file(s) in Microsoft Office version 2003.

If your Powerpoint presentation contains movie clip(s), please make sure the original movie clip(s) is/ are saved in the same directory with your PowerPoint file and **is/ are playable using Microsoft Media Player, e.g. MPEG-1 or M-PEG-2.**

Organizing Committee reserves the right to **cancel files submitted after the above deadline.**

On-site correction of the presented material is **NOT allowed.**

Computers for preview will be available on the day of presentation in the preview room. Please bring your own copy of CD or DVD-R if you want to preview your presentation material.