



## Guidelines for On-Site Presenters

### For Keynote Speaker, Oral Presenter & 5-min Poster Blitz

#### 1. Before the Symposium

- (1) Please prepare your presentation using Microsoft PowerPoint and submit your presentation file and the requested documents to the [portal](#) before **23:59:59 (GMT+8) October 15, 2022**
- (2) Presentation files to be uploaded are described as below.

	On-Site Presenter	
	5-min Poster Blitz	Oral
Poster (.pdf)	V	
Slide (.pptx)	V	V

Poster (.pdf): 1-page PDF file in Layout 16×9 landscape orientation See a sample poster with arrangement tips ([Here](#))

Slide (.pptx): a document in PowerPoint file in Layout 16×9 landscape orientation See a sample poster with arrangement tips ([Here](#))

#### 2. On the Symposium Day

- (1) The conference [venue](#) is at Conference Hall, B2, China Medical University (Shuinan Campus), Taichung, Taiwan 中國醫藥大學(水湳校區)卓越大樓 B2 國際會議廳. Please ensure to complete your registration at the B2 Floor, Administration Building at least one hour before your session starts.
- (2) Introduce yourself to the Session Chair.
- (3) Presentation length for different types of presentation are as follow, please prepare your presentation accordingly:

- **Plenary Keynote: 40 minutes, Q&A included**
- **Oral presentation: 20 minutes (unless addressed elsewhere & check the [Program at a Glance](#) as reference)**

For each session, discussion time can be scheduled according to the session chair's discretion (e.g., after individual talks, concentrated at the end of a session, or for an alternative format, such as a debate among the speakers, an extended Q&A between the audience and speakers, etc.).

- **5-min poster Blitz: 5 minutes**