



# 26th World Congress of the International Association of Surgeons, Gastroenterologists and Oncologists (IASGO 2016)

September 8(Thu) – 10(Sat), 2016 Sheraton Grande Walkerhill Hotel, Seoul, Korea

## Guideline for Oral / Video Presentation

It is our pleasure to have you as the speaker of oral presentation for the 26th World Congress of the International Association of Surgeons, Gastroenterologists and Oncologists (IASGO 2016), to be held on September 8-10, 2016 in Seoul, Korea.

The speaker instructions are as follows:

**1. Language / Time:** English / All speakers have, basically, presentation time (7 min) and Q&A time (3 min). Allotted time could be changed by chairs, if the number of speakers is less than 9.

**2. Equipment:** A monitor, mouse and smart pointer will be provided on the podium for speakers. No keyboard on the podium. The presenter view function is not available.

### 3. Submitting the Presentation File

Please submit your presentation file at the preview room **at least 2 hours prior to** your scheduled session to ensure the files function correctly in the given environment.

Presentation slides should be prepared as an MS PowerPoint file 2003, 2007 or 2010, 2013 versions. If you have any other types of presentation files, please inform our staff of the preview room, in advance.

### 4. Preview Room

(1) Locations: IDA 2 Room, B1(Lower Lobby)

(2) Operation Hours: September 8-9 (07:30-18:30), September 10 (07:30-15:00)

(3) If your file contains video or sound, please inform our staff and check the system in advance.

(4) If you wish to present with your own laptop(IBM or MAC), you have to visit the preview room **at least 2 hours prior to** your scheduled session.

(5) If you use your own Macintosh with our beam projector, we ask to bring your Mac Gender (Connector) Changer. (We don't provide any devices for Macintosh.)

### 5. Important note for Macintosh Users

In order to use MAC presentation files on a IBM(PC) compatible computer, please note that you need to prepare it according to the instructions below, before bringing it to the preview room:

(1) Use a common font, such as Arial, Times New Roman, Verdana etc. (special fonts might be changed to a default font on a PowerPoint based IBM).

(2) Insert pictures as JPG files (and not TIF, PNG or PICT - these images will not be visible on a PowerPoint based IBM).

Should you have any inquiries, please feel free to contact to the secretariat.

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