



## GUIDELINES FOR ABSTRACT ORAL PRESENTATION/POSTER DISPLAY

### Congress Information

1. **Congress Date: 3 – 6 Nov 2011**
2. **Congress Venue: Shanghai International Convention Center (SHICC)**  
(No. 2727 Riverside Avenue, Pudong, Shanghai)
- 3.

#### Registration Counter Opening Hours (*subject to change*)

2 Nov 2011	12:00 – 19:00
3 Nov 2011	07:00 – 19:00
4 Nov 2011	07:00 – 19:00
5 Nov 2011	08:00 – 19:00
6 Nov 2011	08:00 – 14:00

### Presenter Terms and Conditions

- Individuals may hold no more than three participant roles (Presenter, Chair, or Workshop Facilitator).
- By submitting an abstract to the congress, submitters grant the congress permission to reproduce and distribute this material online in the conference proceedings. Presentation materials will be included in the conference proceedings that will be available online during the conference and for a limited time afterwards (approximately 30 days).
- By submitting an abstract to the congress, submitters grant the congress permission to edit their abstracts to adhere with the congress style guidelines to ensure consistency in our printed program and promotional materials.
- Any presenter who misses the submission deadline will be removed from the program and replaced.
- If you are accepted as a presenter but need to send a substitute in your place as you are unable to attend the conference, contact the secretariat office to confirm your replacement.

### Registration Policy

All presenters are encouraged to attend the entire conference for educational and networking purposes. To allow you and your colleagues to make an informed decision about participation, please be aware of the APSR 2011 registration policy:

- All presenters must register by **30 Sep**, at the appropriate rate.
- Presenters **may not** register as guests.

**Oral Abstract Sessions** are chaired sessions and consist of up to nine oral presentations of at most **10 minutes** each. Each presentation will be followed by a questions and answer session immediately after or at the end of the session.

For **guidelines on poster layout and format**, please see Guidelines for Poster Exhibition below.

*APSR 2011 Secretariat Office*  
*UBM Medica China*

9/F, Ciro's Plaza, 388 West Nanjing Road, Huangpu District, Shanghai, China 200003  
Tel.: +86 21 6157 3888 Fax: +86 21 6157 3899  
E-mail: secretariat@apsr2011.org



### Presentation Guidelines

- Present materials that reflect the abstract that you submitted.
- Due to time limitations we recommend limiting the number of slides to 15 or fewer for 10-minute presentations, number all slides.
- Define each acronym the first time it is used in the presentation.
- Check your spelling and perform all final edits PRIOR to submitting your materials.
- Use the following convention to name your presentation: "AbsCode#–lastname".ppt
- **Please help to note that the date and time of oral presentation will be issued in early October.**

### Speaker Slide Review Centre (SSRC)

The SSRC is intended to support all symposia speakers, oral abstract presenters, session chairs and workshop facilitators. It is located in 3I, on the 3<sup>rd</sup> floor of the congress venue SHICC. The opening hours are as follows:

SSRC Opening Hours (subject to change)	
2 Nov 2011	13:00 – 18:00
3 Nov 2011	08:00 – 19:00
4 Nov 2011	08:00 – 19:00
5 Nov 2011	08:00 – 19:00
6 Nov 2011	08:00 – 12:00

### Check-in at the SSRC

**IMPORTANT: All invited symposia speakers, oral abstract presenters, session chairs and workshop facilitators must check in at the Speaker Ready Room before the start of their sessions.**

During this check-in, all speakers, presenters or facilitators are asked to sign a Consent Form for publication of their presentation material (or to withdraw the presentation from publication). Speakers can upload their presentations and Session Chairs are required to collect their final session schedule and instructions.

### PowerPoint Presentation Upload

PowerPoint presentations must be uploaded at least 4 hours prior to the session, as it is not possible to run PowerPoint presentations directly from the laptop in the session rooms. Presentations should be saved to a USB memory stick or CD/DVD-ROM, then brought to the SSRC and uploaded. On-site technicians are available to assist presenters preview their presentations to ensure the slides display well on the session room screen. Presentations will then be uploaded to the session room network and will be made available in the session room at the time of the presentation.

### Technical Requirements for PowerPoint Presentations

All congress computers (PCs in the SSRC and session rooms) run Microsoft Windows XP, MS PowerPoint 2007. Only MS PowerPoint (\*.ppt or \*.pptx) presentations will be accepted. Pre-installed font types are those available in MS Office 2007 as standard font types. Video files supported include avi. or mpg.



**IMPORTANT: To the attention of MAC users!** If your presentation is on a Mac computer, we kindly urge you to meet with a dedicated Mac technician in the SRRC to ensure that your presentation will run properly on the PCs or to anticipate a backup solution.

### Conflict of Interest Disclosure in Presentations

Abstract authors/ presenters are responsible for disclosing all potential conflicts of interest (arising from relationships, past or present, such as employment, consultancy, investments or stock ownership, funding for research, family relationship etc.) of all authors that might be perceived by others as biasing their work. The existence of potential conflicts of interest does not necessarily indicate a bias. However, it is your ethical obligation to inform organisers and participants, so they are aware of any relationship that might cause unintentional bias, and potential conflicts can be assessed in terms of assessing the objectivity of the presentation.

The Congress Programme Committee requests all faculties to declare possible conflicts of interest:

- **Speakers** are requested to declare conflicts of interests regarding their current presentation **on their first slide.**
- **Chairpersons/ Panellists/ Judges** are required to declare conflicts of interest regarding the topic of their presentations during the session on their first slide or orally **at the beginning of the session.**
- Poster presenters are requested to disclose potential conflicts of interest regarding the topic of their research presentation **at the bottom of their poster.**

### Session Room Equipment

Session rooms will have a similar technical setup and contain the same basic equipment:

- Stage containing a lectern and faculty head table;
- Dedicated monitor for faculty head table displaying presentations;
- Notebook running Windows XP, MS PowerPoint 2007 on the lectern with presenter mouse and laser pointer;
- Fixed microphone at the lectern;
- Wireless speaker microphone;
- Countdown timer showing remaining presentation time.

From the lectern, you will be the one to launch your presentation using the friendly interface and control it directly with a mouse. Personal laptop computers cannot be connected to the projectors in lecture rooms. Presentations cannot be loaded directly on the computer in the lecture rooms.

There will be a technician on hand to assist with the set up and running of each session.

### Guidelines for Poster Layout

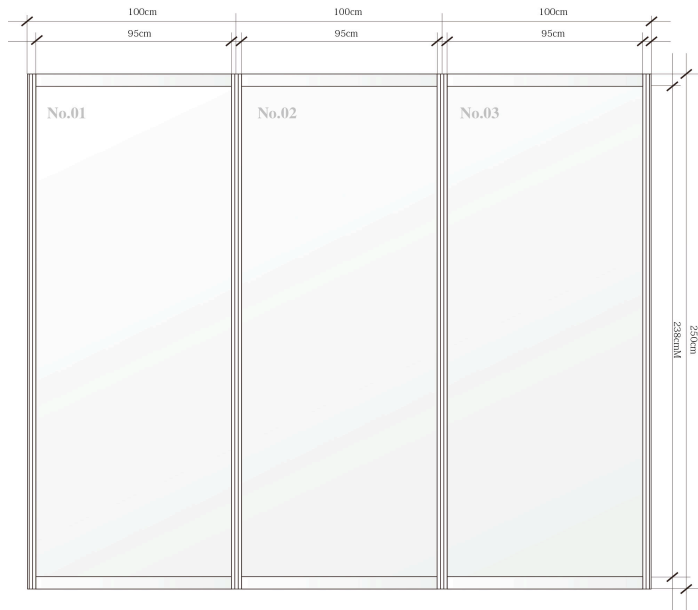
*Dimensions of your poster:*

Posters should be laid out in portrait style. The poster board surface is 100 cm (width) and 250 cm (height) - make sure the poster fits into this surface. For legibility, a recommendation is to make the poster not more than 230 cm high. The poster number will be displayed on the poster board bar on top of each poster board.



# 16<sup>th</sup> Congress of the Asian Pacific Society of Respiriology

3-6 November 2011, Shanghai, China  
www.apsr2011.org



**IMPORTANT** please avoid using any promotional material for your organization that is not directly related to the poster theme.

**Poster Layout:** Design your poster layout in the following sections:

Title, author(s), address (at upper edge, across the width of whole poster)

Introduction

Methods

Results

Conclusions

Declaration of interest (mandatory)

The title should be emphasized by the use of bold-face type. When displayed the letters used should not be smaller than 15mm. The subtitle should be printed in the same kind of lettering, but semi-bold and not less than 10mm high when displayed. This guarantees clear reading even from a distance of 2-3 meters. Use a large enough font to be visible by someone standing up to six feet away from the poster (minimum of 18 point).

You may want to have handouts of your poster and business cards available at your poster in case people want to contact you about your work. If you are making your poster or other materials available online, be sure to include the web address on your poster.

## Guidelines for Poster Exhibition

The Poster Exhibition Area opening hours is as follows:

Poster Exhibition Opening Hours (subject to change)	
4 Nov 2011	09:00 – 17:00
5 Nov 2011	09:00 – 17:00

Authors are responsible for mounting their own posters on the date of start poster exhibition and for removing them on date of close of poster exhibition.

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***Please help to note that the date and time of poster exhibition for different specialties will be issued in early October.***

Material for mounting your poster to the poster board, double-sided tape, will be supplied by the organisers. Congress staff will be present at the poster assistance desk in the Poster Exhibition Area.

Posters authors are asked to stand by their posters between Poster viewing session times to answer questions and provide further information on their study results. Poster exhibitors are **not** required to check in at the SRRC.

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