

## **Guidelines for oral (free paper) presentations**

1. Oral presentations (free papers) in the category Luminal (Session 1) and Liver 1 (Session 2) are scheduled for presentation on 15 October while those in the Biliary-Pancreas (Session 3) and Liver 2 (Session 4) are scheduled for 16 October 2011.
2. Each oral presentation slot will be for 10 minutes including time for discussion. The presenter is advised to draw his/her presentation to a close within 7 minutes so that meaningful discussion can be facilitated. At 7 minutes, the formal presentation will be closed. At 10 minutes that particular oral presentation (free paper) slot will be closed. Chairpersons are being requested to ensure that timings are adhered to strictly.
3. Presenters are advised to concentrate on data presentation, and not waste time in prolonged introduction/literature review, and to avoid using complex backgrounds, or animations which may distract from the actual content of the paper.
4. Please submit your PowerPoint presentation by 12 noon on 15th October 2011.
5. Please avoid formats such as macromedia flash, freelance graphics or Harvard graphics.
6. Please ensure that during saving of your PowerPoint presentation, the fonts are embedded.
7. If there is a video clip, please use the "Pack and Go" format during saving the file.
8. A preview room will be available where final adjustments can be made to the presentation.
9. Please note that presenting authors must register for the conference, failing which their abstract/s will be withdrawn from the programme.
10. If there are any clarifications, please do not hesitate to contact the secretariat at [iasgabstracts@gmail.com](mailto:iasgabstracts@gmail.com), or the local coordinator at [iasgcon2011@gmail.com](mailto:iasgcon2011@gmail.com) with **ORAL PRESENTATION SESSION** in the subject heading.