

**24<sup>th</sup> Medical Research Conference (24<sup>th</sup> MRC)**  
**Department of Medicine, HKU**  
**19 January 2019 (Saturday)**  
**Lecture Theatre 1, Cheung Kung Hai Conference Centre, Faculty of Medicine Building**

**Guideline for Presentations**

All presentations including oral, PowerPoint slides and posters are to be in English.

Eligibility for Best Presentation Awards:–

- oral and poster presentations

The winners of the Best Presentation Awards will be announced at the close of the meeting therefore please be present for the Closing remarks & Prize Presentation.

**Oral Presentation**

Length: 10 minutes plus 2 minutes Q & A (i.e. 10 + 2 mins).

Please limit your talk to ONE MINUTE PER SLIDE.

Please note that ONLY single computer PowerPoint LCD projection will be set up for presentation. Requests for other arrangement will be not entertained as their configuration CANNOT be guaranteed.

You will NOT be able to use your own computer for presentation. Please note that we will be using the PC Window Version XP (Professional English Version) with MS Office XP (Professional English Version) but able to display Traditional & Simplified Chinese characters.

You are requested to prior to the meeting to either email ([aoklai@hku.hk](mailto:aoklai@hku.hk)) your PowerPoint file or bring it along using an USB memory stick. Please arrive at least 30 minutes before you are due to present to set-up your presentation.

**Poster Presentation**

Length: 5 minutes inclusive of Q & A.

The size of your poster should be 0.9m (w) x 1.5m (h) (portrait) in dimension. Please attach your poster to the poster board allotted according to the abstract number posted on the board. Pins and staples will be provided for putting up your poster(s). Please do not use adhesive tapes, “Blu-tac” etc.

You may forward your posters to be printed by Stanley Yeung ([smsyeung@hku.hk](mailto:smsyeung@hku.hk)), Samuel Law ([kslaw@hku.hk](mailto:kslaw@hku.hk)) or Spencer Ng ([spencer.ng@hku.hk](mailto:spencer.ng@hku.hk)) located in NCB301, QMH (Tel: 2255-4044) by the deadline **Tuesday, 8<sup>th</sup> January 2019 at 5:00pm**. Please provide them with a finished layout of the poster in MS PowerPoint format.

Posters must be mounted on **Saturday between 08:00-9:30am**. They will be on display for the duration of the conference and graded by the judges. Presenting authors are kindly requested to stand-by their poster(s) during their allotted Poster Session in the Exhibition Area to answer questions.

*December 2018*