

**20<sup>th</sup> Medical Research Conference (20<sup>th</sup> MRC)**  
**Department of Medicine, HKU**  
**17 January 2015 (Saturday)**  
**Lecture Theatre 1, Cheung Kung Hai Conference Center, 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 or at the first History Meeting following the MRC.

**Oral Presentation**

Length: 10 minutes plus 5 minutes Q & A (i.e. 10 + 5 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 ([wlchor@hku.hk](mailto:wlchor@hku.hk)) your PowerPoint file to me or bring it along using a CD or USB memory stick. Please arrive at least 30 minutes before you are due to present to set-up your presentation.

**Poster Presentation**

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)) or Samuel Law ([kslaw@hku.hk](mailto:kslaw@hku.hk)) located in NCB301, QMH (Tel: 2255-4044). Please provide them with a finished layout of the poster in MS PowerPoint format. The production of the poster CANNOT be guaranteed if in piecemeal or after the **deadline of Tuesday 30 December 2014 at 5:00pm.**

Posters can be mounted at any time on Saturday from 09:00am onwards. They will be on display for the duration of the conference. Presenting authors are kindly requested to stand-by their poster(s) during their allotted Poster Session in the Exhibition Area to answer questions, where their poster will be judged for the Best Presentation Awards.

*December 2014*