26th Medical Research Conference (26th MRC)
Department of Medicine, HKU
January 16, 2021 (Saturday)
Lecture Theatre 3-4, Cheung Kung Hai Conference Centre,
LKS Faculty of Medicine Building

Guideline for Presentations

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

The winners of the Best Presentation Awards will be announced at the end of the meeting, therefore please be present for the Closing remarks & prizes will be presented in the History Meeting.

Oral Presentation

Length: 10 minutes plus 2 minutes Q & A (i.e. 12 mins).
Please limit your talk to <u>ONE MINUTE PER SLIDE</u>.

Please note that ONLY a single computer PowerPoint LCD projection will be set up for your presentation. Requests for other arrangement may not be entertained due to configuration of unexpected problems.

You will NOT be able to use your own computer for presentation. Please note that we will be using the PC Window Version 10 (Professional English Version) with MS Office 2016 (Professional English Version) and it is able to display Traditional & Simplified Chinese characters.

You are requested to either email (vickyh@hku.hk) your PowerPoint slides before the meeting or bring it along using an USB flash drive on the day. Please arrive at the presentation venue at least 30 minutes before you are due to present in order to allow sufficient time for the set-up.

e-Poster Presentation

Length: 2.5 minutes plus 1.5 minutes Q & A (i.e. 4 mins).

You are requested to submit your e-poster with recorded video (PowerPoint template and recording guideline are attached for reference) to Mr. Stanley Yeung (smsyeung@hku.hk), Mr. Samuel Law (kslaw@hku.hk) or Mr. Spencer Ng (spencer.ng@hku.hk) by the deadline of ==**December 18, 2020 (Friday) at 5:00p.m.**==. Please provide them with a finished layout of the e-poster(s) in MS PowerPoint format.

e-Poster will be displayed during the conference and graded by the judges. Presenting authors are kindly requested to stand by for presentation during the allotted e-poster Session at Tutorial Room 1 & 2, 1/F, LKS Faculty of Medicine Building for Q & A.

Poster Presentation

The size of your poster should be 0.9m (w) x 1.5m (h) (portrait) in dimension (PowerPoint template is attached for reference). Please attach your poster to the allotted poster board 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-tack" etc.

You may forward your posters for printing to Mr. Stanley Yeung (smsyeung@hku.hk), Mr. Samuel Law (kslaw@hku.hk) or Mr. Spencer Ng (spencer.ng@hku.hk) who are located in NCB301, QMH (Tel: 2255-4044) by the deadline of **January 5, 2021 (Tuesday) at 5:00p.m.**. Please provide them with a finished layout of the poster(s) in MS PowerPoint format.

Posters must be mounted on Saturday between 08:00a.m. - 09:30a.m.. They will be displayed throughout the conference.

December 2020