

25th Medical Research Conference (25th MRC)

Department of Medicine, HKU

January 18, 2020 (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 conducted in English.

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 your presentation. Requests for other arrangement may be not entertained due to configuration 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 XP (Professional English Version) with MS Office XP (Professional English Version) and it is able to display Traditional & Simplified Chinese characters.

Prior to the meeting, you are requested to either email (vickyh@hku.hk) your PowerPoint slides or bring it along using an USB memory stick. 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.

Poster Presentation

Length: 4 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 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-tac" etc.

You may forward your posters to be printed by 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 **January 7, 2020 (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 08:00 - 09:30a.m.** They will be on display for the duration of the conference and graded by the judges. Presenting authors are kindly requested to standby their poster(s) during their allotted Poster Session in the Seminar Room 1-3 to answer questions.

December 2019