

## Guidelines for Oral Presentation

The WONCA 2018 Seoul Organizing Committee would like to sincerely thank you for your participation. To ensure that your work can be shared effectively, we'd like to ask you to review the following guidelines.

### ■ PRESENTATION TIME

Session Type	Allotted Time
Oral Presentation	10 min. (including 3 min. Q&A)

- Please be sure to keep to the allotted presentation time in consideration of the next speaker.
- Arrive at your session room at least 20 minutes before the session begins.
- You will be responsible for controlling/advancing your slides.
- Allotted time may be different for each person.

### ■ PRESENTATION FILE FORMAT

- Microsoft Office PowerPoint (PPT) 2010; **4:3 aspect ratio of slide sizes**
- Use standard fonts such as Times New Roman, Arial or Tahoma
- Images should be in JPG, GIF or BMP format
- Video files should be in WMV, MPEG or AVI format

### ■ EQUIPMENT

- Session rooms will be equipped with a computer running Windows (IBM only, no Mac), projector and microphone.
- Podiums will be equipped with a monitor, microphone, mouse and smart pointer (No keyboard).
- **We DO NOT recommend using your own laptop computer** for your presentation to avoid problems with computer-projector compatibility. (If you should use yours, please visit the Preview Room in advance.)

### ■ FILE SUBMISSION

- Please bring your presentation files on a USB memory stick to the Preview Room at least 2 hours before your scheduled presentation.
- Presenters are requested to check their presentation files to ensure they work correctly in our system.

### ■ Submission of COI and authorization form

- We kindly request you to submit the authorization form in regard to your PPT file as a PDF file as well as an mp4 file of the recording of your on-site presentation to the official website for participants of WONCA2018. After completing the attached form, please send it to the WONCA2018 secretariat at [abstract@wonca2018.com](mailto:abstract@wonca2018.com).

*\*You can also download the forms through the official website.*

*Please follow this link ([Go to Oral Presentation](#))*

- We kindly request you to include the attached COI Declaration form into the PPT presentation file irrespective of whether you or your institution at any time receives any payment or services from a third party (government, commercial, private foundation, etc.) or not.

We thank you for your submission in consideration of the conference and look forward to your participation in WONCA 2018 Seoul.

Secretariat

22<sup>nd</sup> WONCA World Conference 2018 Seoul

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