

27th Annual Scientific Congress of the Hong Kong College of Cardiology 31 May – 2 June 2019, Hong Kong Convention and Exhibition Centre

Paediatric Free Paper Presentation Guidelines

Please read the guideline carefully and prepare your presentation.

The official language of the Congress is English.

Please arrive at the session room **at least 20 minutes** prior to your session to check your presentation file and meet with the session chairs / other speakers of the session. Please be seated at the first row which will be reserved for speakers, presenters and session chairs.

Presentation schedule

Session	Session Date & Time
Free Paper Session: Paediatric Cardiology I	31 May 2019 (Friday), 1600 – 1730
Free Paper Session: Paediatric Cardiology II	31 May 2019 (Friday), 1730 – 1900
Free Paper Session: Paediatric Cardiology III	1 June 2019 (Saturday), 1100 – 1230

Duration: 7 minutes + 2 minutes Q&A

Venue: Meeting Room S224 – 225, Level 2, Hong Kong Convention and Exhibition Centre

Time control is important

Time reminder is arranged during your presentation and time control is strict. The Session Chairpersons are instructed to adhere to the schedule for the session. Immediate stop of your presentation would be requested once time's up. Please stay within your presentation schedule.

Presentation File

Please submit your presentation file in MS PowerPoint format (.ppt or .pptx) in 16:9 display ratios.

Presentation File Submission Link: <https://icc.eventsair.com/asc2019/abstract>

Please login in with your current account and password.

Even if you have submitted your PowerPoint file(s) through the submission link, you are encouraged to also bring along your files in a USB to the session as a backup.

Format of File Name

Please save your file name as: **Paper ID_Last Name.pptx (e.g.: 001_Chan.pptx)**

Presentation File Submission Deadline

22 May 2019 (Wednesday)

IMPORTANT NOTES:

You are highly recommended to use our PC computer for your presentation.

If you would like to use your personal Mac/iPad for your presentation, please be reminded to bring a suitable adaptor and your files in a USB to the session as a backup. It is important for you to be present at your session room at least 20 minutes before *the beginning of the session to do testing*.

To facilitate our smooth arrangement, if you decide NOT to join the Congress to make your presentation, kindly please inform us your paper ID by return email as soon as possible.

Please visit the Congress website for updated news at www.hkccasc.com.

Should you need any further information, please do not hesitate to contact us directly.

Enquiries

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