



23rd International Conference on Oral & Maxillofacial Surgery 2017

ORAL PRESENTER BRIEFING NOTES

Please **read these guidelines** ahead of time to ensure your presentation is successful.

Conference Venue

Hong Kong Convention & Exhibition Centre, 1 Expo Drive, Wanchai, Hong Kong
Local & Transportation - <https://www.hkcec.com/en/location-transportation>

Registration Counters

Location: Ground Foyer, Reception Concourse (right next to Harbour Kitchen)

****Please get your name badge/conference materials before proceeding to Slide Preview Room***

Opening Hours:

Pre-Conference, Thursday, 30 March 2017	08:00 – 18:00
Day 1, Friday, 31 March 2017	06:30 – 19:30
Day 2, Saturday, 1 April 2017	06:30 – 18:30
Day 3, Sunday, 2 April 2017	06:30 – 18:30
Day 4, Monday, 3 April 2017	06:30 – 13:00

Slide Preview Room

Please upload your PowerPoint Slides (on a USB Memory Stick) at any of the Slide Preview Rooms mentioned below **at least 3 hours before your session commences**. The Slide Preview Rooms are networked with the session rooms, which means your presentation will be automatically distributed to your session room once it is uploaded.

Location of Slide Preview Rooms:

Slide Preview Room 2: Level 2, Room S230

Slide Preview Room 3: Level 4, Room S430

Opening Hours:

31 March – 2 April 2017 (Conference)	06:30 – 18:00
3 April 2017 (Conference)	06:30 – 10:00

Should you wish to send us your PowerPoint presentations now, you may upload it to the online portal - www.icoms2017.com/en/system-abstract-list.php (maximum file size is 5MB). This portal will be closed on 24 March 2017, 17:00 HK time. After this date, please upload your files directly at the Slide Preview Room.

Organizers:



International Association of
Oral and Maxillofacial Surgeons



Hong Kong Association of
Oral and Maxillofacial Surgeons

Conference Secretariat - LLink Limited

Room 2302, 23/F, Kwai Hung Holdings Centre, 89 King's Road, North Point, Hong Kong

T +852 2566 2889 | F +852 2570 4773 | E icoms2017@llink.com.hk

WWW.ICOMS2017.COM



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Audio Visual Support

Presenters are NOT permitted to use their personal laptops for presentation. The following Audio Visual equipment will be in every session room at the Conference:

- Projection screen (4:3) and LED projector
- One presentation computer with Microsoft PowerPoint
- Microphone and laser pointer

Only Microsoft PowerPoint (.ppt / .pptx) (up to Microsoft Office 2010) is accepted. Keynote file in Mac system is NOT accepted.

Get Ready to Speak!

- Please assemble in your session room at least 15 minutes prior to the start of the session and introduce yourself to the staff of the Meeting Room. This will allow time for the chairpersons to greet with the presenter.
- Presenters will be seated in the front row of the session room and will move to the podium when instructed by their session Chairperson.
- A laser pointer will be available for speaker's use.
- Keep track of time. Presenters are required to have presentation limit of **6 minutes presentation and 2 minutes Q&A**. The chairperson will time all presentations and will provide you with warnings as you approach your time limit. We are on a tight schedule. Please make sure to adhere to your allotted speaking time.

Once again, we thank you for your support to the Conference. Should you require any further information, please feel free to contact the Conference Secretariat at Tel: (852) 2566 2889 or e-mail: icoms2017-abstract@llink.com.hk

Please provide your mobile number for any onsite emergency contact by replying to this email

Thank you for your kind attention.

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