



**30<sup>th</sup> Spring Congress of Korean Diabetes Association**

**3<sup>rd</sup> Korea-Japan Diabetes Forum**

**May 11 ~ 13, 2017, BEXCO, Busan, Korea**

# Presentation Guidelines

Please check the following information related to your presentation.

## Conflict of Interest (COI) Disclosure

If the research included in your presentation was financially supported by any companies or other for-profit groups, you must indicate their role in analyzing the data or preparing the abstract. In oral presentation, COI status of your abstract must be shown in the 2<sup>nd</sup> slide (after the title slide). In poster presentation, it should be at the end of the poster. Samples of the disclosure slide are available on the '30<sup>th</sup> Spring Congress of Korean Diabetes Association' website: [http://www.diabetes.or.kr/new\\_workshop/201701/](http://www.diabetes.or.kr/new_workshop/201701/)

## Instructions for Plenary / Symposium, Oral Presentation

All speakers are requested to strictly observe the allocated presentation time. In order to help you keep within the allocated time limit for your presentation, a timer system will be set up at the Podium.

### 1. Plenary / Symposium Presentation

Allocated time will be announced separately.

### 2. Oral Presentation

Allocated time for Oral Presentations: 8 minutes talk and 4 minutes discussion.

All invited speakers and presenting authors are requested to prepare presentation slides which are saved in MS-Powerpoint. Ideally the format is fit for the equipment in meeting rooms. Of course if you want to use your own laptop (even Macbook), it is fine – **In this case, please bring RGB connector for the technicians to smoothly set up.**

**Preferred Format:** MS-Powerpoint

Your lecture slides need to be sent via E-mail ([diabetes@kams.or.kr](mailto:diabetes@kams.or.kr)) **no later than May 8<sup>th</sup>**. If you have not submitted slides in time, please come to the 'Preview Room' located at 1F, lobby no later than 2 hour before your session and you can submit and modify lecture slide.

## For Presenters Using Their Own Laptop PC

### At the Preview Room



The congress technicians assist in speakers' setting their laptops at the Preview Room. Note that the congress projection and console system accepts 'RGB'. So, speakers are asked to prepare RGB Connector.



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<p>RGB</p>	<p>Examples of external output cable accessories</p>

## Poster Exhibition Guideline

### Location

1F, Exhibition area

### Poster Exhibition

The Poster Exhibition will be running over 12-13 May.

**All posters and materials must keep their posters during the conference and be removed from 14:00 p.m. 13 May. The secretariat is not responsible for posters that remain after the removal time. All items left after the removal time will be discarded.**

### Change of Presenting Author

If you are unable to attend the Scientific Sessions to present your research, it is your responsibility to assign a co-author and inform the secretariat. To make a presenting author change, please email [diabetes@kams.or.kr](mailto:diabetes@kams.or.kr) with the name and email address of the new presenting author, along with the abstract presentation number. Please enter "Change of Presenting Author-Poster" in the subject line of the email.

### Poster Display Guidelines

The poster board surface area is 90 cm wide by 200 cm high. Your poster presentation should not exceed the size of the poster board. Therefore **you are asked to prepare your poster sized as W90cm \* H140cm.**