

Guidelines for Oral Presentation

This is designed to assist you in preparing your oral presentation(s) at the WONCA APR 2025. Please make sure to read the contents of the guidelines carefully. Should you have any questions on the session schedule, please contact us at abstract@woncaap2025.org.

Language

The official language of the WONCA APR 2025 is English, and all presentation materials should be prepared and produced solely in English.

Presentation File Format

A. File Format : PDF* or MS PowerPoint

B. Slide Aspect Ratio : 16:9

C. Fonts : Standard fonts (e.g. Times New Roman or Arial)**

**In case of using a special font, a presenter must bring the applicable font to the Preview Room. If otherwise, any special font not installed in the prearranged laptop computers in the session room(s) may not appear as desired.

D. Images and Video Files : JPG, GIF or BMP images or AVI/WMV video files ***

***Image and video files prepared using a Mac should be checked for compatibility by a speaker in the Preview Room prior to the presentation. Please also bring images/video files along with your presentation, even if the files are embedded in your presentation file.

E. Maximum Size of Presentation File : 150MB

Preview Room

- Oral presentation speakers are kindly requested to submit their presentation file(s) at the preview room, preferably one day before their designated presentation, or at least two hours prior to the commencement of their scheduled session.
- Presenters should ensure that their presentation files work correctly with the on-site system.
- If your presentation file(s) contain movies or sound, please zip them into a single folder and bring them to the preview room to ensure proper functionality.
- Kindly bring your presentation files on a USB memory stick.
- Our staff and technicians will be available to assist you in reviewing and uploading your presentation slides. If a speaker makes last-minute changes to the file, the updated version should be brought directly to the control box before the session starts.

Location: BPEX 5F, Meeting Room 6

Opening Hours: April 24~26 : 07:30 - 17:30
April 27 : 07:30-12:00

Presentation

All session rooms are equipped with Windows-based laptop computers and a monitor on the podium for speakers. Speakers **MUST NOT** plan to use their laptop computers during the presentation(s) at all times. For smooth session operation, Mac computer users must test their devices in the session room during the break period before their scheduled session time. The adapter required for connecting a Mac must be provided by the presenter.

Please be sure to keep to the allocated presentation time in consideration of the next speaker and arrive at your session room at least 15 minutes before the session begins.

Registration

We kindly remind you that all presenters of WONCA APR 2025 are required to complete pre-registration. You may proceed with registration through the "Registration" page on the WONCA APR 2025 website (woncaap2025.org). Should you have any questions on the registration, please contact us(regi@woncaap2025.org)

Disclosure & Copyrights

All copyrights of the submitted material(s) should be transferred to the WONCA APR 2025, and speakers are solely responsible for the disclosure of information. Partial or full submitted material(s) may be used and published in the Program Book and other printed materials.