



6th International MSS Scientific Congress

**3rd - 5th AUGUST
2018
HILTON KUALA LUMPUR
MALAYSIA**

GUIDELINES FOR SPEAKERS

To ensure smooth running of the programme, speakers are strongly encouraged to upload your PowerPoint (PPT) slides at Speaker Preparation Room located at Level 6 of Hilton Kuala Lumpur **LATEST 2 hours before your session commences.** Staff from the Secretariat and the Congress AV Support Team will assist you with your audiovisual requirements in the Speaker Preparation Room.

Speaker Preparation Room

Venue:	Accord Room, Level 6, Hilton Kuala Lumpur	
Opening Hour:	Thursday, 2 August 2018	17:00-19:00
	Friday, 3 August 2018	07:00-18:00
	Saturday, 4 August 2018	07:00-18:00
	Sunday, 5 August 2018	07:00-11:00

Please introduce yourself to the Moderators of your session 15 minutes prior to session commencement. At this time, you should check that the room is set up appropriately and any special requirements have been met. Presentations from laptops will be allowed as long as it is pre-informed to the Secretariat and the Congress AV Support Team **LATEST 2 hours before your session commences.**

Speakers will be called upon by the Moderators and will move to the podium on introduction by their session Moderators. Speakers are responsible for advancing their own presentation. Focusing and lighting will be monitored and adjusted by technician. A laser pointer will be available on the podium.

To facilitate the smooth running of the session, please kindly **adhere to your allotted time for the talk.** Please refer to the scientific programme for your presentation date, time and the duration.

Finally, it is mandatory to disclose any potential conflict of interest on the title slide.

Thank you very much for your valuable contribution.

SECRETARIAT MALAYSIA SPINE SOCIETY

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