



7th INTERNATIONAL MSS SCIENTIFIC CONGRESS

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August

2019

WEIL Hotel, Ipoh, Perak, Malaysia

GUIDELINES FOR SPEAKERS

To ensure smooth running of the programme, speakers are strongly encouraged to upload your PowerPoint (PPT) slides in **widescreen 16:9 ratio** at the Speakers' Preparation Room located at Meeting Room 1, Level 6 of WEIL Hotel, Ipoh, Perak **2 hours before your session commences**. Staff from the Secretariat and the Congress AV Support Team will assist you with your audio-visual requirements in the Speaker Preparation Room.

Speakers' Preparation Room

Venue:	Meeting Room 1, Level 6, WEIL Hotel, Ipoh, Perak	
Opening Hour:	Thursday, 1 August 2019	16:00-18:00
	Friday, 2 August 2019	07:00-18:00
	Saturday, 3 August 2019	07:00-18:00
	Sunday, 4 August 2019	07:00-11:00

Please introduce yourself to the Moderators of your session prior to the session commencement. At this time, you should check that the room is set up appropriately and any special requirements have been met.

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.

The use of personal laptop for an oral presentation is not permitted.

To facilitate the smooth running of the session, please kindly **adhere to the allotted time for your presentation**. 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 / introduction slide.

Thank you very much for your valuable contribution.

SECRETARIAT

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