You are requested to hand-in your presentation at the **Speakers Preview Room** located at Level 3, Room 301:

- the day before your presentation if you are scheduled to present before 12:00 or
- on the morning of your day of presentation if you are scheduled to present after 12:00
- in any case at least 2 hours prior to the session

**SPEAKERS’ GUIDELINES**

- Presentations should be in Microsoft PowerPoint format. Please e-mail a copy of your PowerPoint presentation slides to iofkualalumpur2012_speaker@mci-group.com by December 3, 2012. If you have changes after the deadline or need to make changes on site, please bring a copy on a USB key to the speakers’ preview room.
- Please be at the speakers’ preview room (Room 301) at least 4 hours before your presentation to review, load, and test your presentation.
- All rooms will be equipped with a projector, screen, laptop computer and microphones for your use. Technical support will be provided.
- Please arrive at the session room at least 15 minutes before the start of your session, in order to meet the chairpersons to discuss the session format.

**Speakers Preview Room (Room 301) Opening Hours**

- Thursday, December 13 14:30 – 20:00
- Friday, December 14 07:30 – 18:30
- Saturday, December 15 07:30 – 18:30
- Sunday, December 16 07:30 – 14:30

*Subject to change

The facilities in the Speakers Preview Room will provide the possibility for:

- Reviewing your PowerPoint presentation
- Last minute alterations of your PowerPoint presentation
- Expert advice by the technical IT staff

**Technical Guidelines**

To enable the staff to handle the technical aspects in an adequate way, the presentations should be prepared according to the following guidelines:

All presentations will be presented at a resolution of 1024 by 768 pixels on a PC with Windows XP and PowerPoint 2007.

- Downloaded on the central server from your USB key or CD-Rom
- Your presentation should be PC formatted, not Mac formatted
- Your presentation should be prepared in PowerPoint 2003 or higher
- Preferred page set-up landscape orientation (portrait orientation – such as handout and A4 will not be displayed properly due to ratio 4:3)
✓ Use high-contrast lettering and readable fonts (minimum font size 24)
✓ Use high-contrast colours: Light text on dark background or vice versa
✓ Use of standard fonts
✓ A maximum of seven (7) lines per slide and five (5) words per line will improve the communication value of your slide

**Media files:** Please ensure all videos that are inserted into the PowerPoint presentation are tested at the speakers’ preview room.
Preferred Media (Video/Audio) Formats: WMV, MPG, AVI, SWF, WAV, MOV

**Images:** The size of the screen will be 1024 x 768 pixels. Images larger than this will not be displayed properly and will be altered by PowerPoint to fit. Large images (i.e., 2000 x 1500 pixels) which are created with digital cameras and scanners will result in very large PowerPoint file. This may cause the presentation to load slowly. This can be avoided by inserting images with the following properties:
  - Format: JPG
  - Recommended Size: 800×600 pixels
  - Compression Setting: 8 (High quality)

**Room set-up, equipment and material**
Oral presentations will take place in the main plenary Ballroom II of the IOF Regionals Kuala Lumpur 2012 Meeting. It is equipped with the right amount of projectors, screens and microphones. The standard set-up will consist of theater-style seating with a head table for the chairs and a speaker’s lectern on the raised podium.

We also wish to remind you to disclose all potential conflicts of interest to the audience prior to each presentation, in a single slide following the opening slide of your presentation.

Furthermore, please ensure that all materials referred to or included in your presentation or otherwise used in the Meeting are protected under copyright and/or other intellectual property right laws and that you warrant that you have all rights to the use of this material and that such use is in accordance with applicable laws.

Any opinions, advice, statements, services, offers, or other information or content of any kind expressed, provided or made available by any of the participants to the Meeting are only that of the participants themselves, and not IOF’s. IOF not guarantee nor endorse the accuracy or reliability of any such information.

The organizers cannot guarantee projection of presentations handed in later than 2 hours prior to the sessions. Should you have any queries, please do not hesitate to contact the speaker coordinator Alyssa Tang, MCI Singapore  iofkualalumpur2012.speaker@mci-group.com.

**NOTE:** Presenting authors of accepted abstracts are required to be registered delegates and be responsible for all expenses incurred in the production of their presentations, travel and accommodation during the Meeting.

An update of the scientific programme can be found on the website www.iofbonehealth.org/kualalumpur-2012.