PRESENTATION GUIDELINES OF DITTO SUMMIT 2023

1. Oral Presentation

(1) Format

- The presentations made on a MacBook should be converted to files that are compatible with the PC OS. **Files supported for presentation are Microsoft PowerPoint (PPT) and PDF.**
- The screens adopted for the Summit are of high resolution and consistent with the aspect ratio. All oral speakers should format their presentations in **16:9** to better fill the screens.
- For presentations with videos or photos, presenters should use the video and photo integration format built into PPT or Keynote to create a seamless presentation with minimal delays. **Please keep a copy of all photos and videos used for your slides in the same folder when you submit it at the Presentation File Submission Desk.** It is for reducing the risk that the presentation is unable to fetch the video or photo data. For video, we encourage formats such as .MP4, .MOV, .AVI, and .WMA with 720p or 1080p resolution. For pictures, please save them in .jpg or .png format.

(2) Time planning

- The total time allotted for **each keynote presentation is 25 minutes**, which could be in the form of a 25-minute presentation or a 20-minute talk with a 5-minute Q&A. It could be subject to keynote speakers' planning.
- For session oral presentation, **each talk will be limited to 15 minutes**, including 12-presentation and 3-min Q&A.
- There will be **a countdown timer on the screen** to remind each presenter.
- Keynote presentations will **be reminded with a 5-minute left and a 1-minute left**. When a Time-up notice plate shows up, the allotted time for the presentation is up. For Session speakers, there will be a bell rings when the time is up.
- Time management will be strictly enforced to ensure the programme moves forward smoothly. To this end, **it is the ultimate responsibility of each presenter to be aware of the time allotted for their presentations**.

(3) Presentation file submission and testing

- To ensure a smooth session, speakers will **NOT** be allowed to use their personal laptops for presentations.
- All presentations must be submitted to the **Presentation File Submission Desk** upon arrival at the hotel or at least **ONE DAY BEFORE** pre-scheduled arrangements.
- Speakers are suggested to bring along the presentation on a USB drive for submission and testing. To ensure the presentation file is uploaded to the correct corresponding session, please name the file as "*Session No._Presentation Date (YYYY/MM/DD)_Your Full Name*".
- Please be sure to check your presentation for viruses before uploading.
- Speakers can also submit presentation files via E-mail (to dittosummit2023@chinastargroup.com) before pre-scheduled arrangements. However, if a speaker does so, please check it out with us at the

Presentation File Submission Desk on-site or email us again for confirmation. An updated version submitted through the above-mentioned means could also be possible.

(4) Presentation suggestions
- Speakers are advised to arrive at the conference room 10 minutes before the start of the session and introduce themselves to the Session Co-chair(s).
- Session oral presenters may visit the conference room to familiarise themselves with the equipment in the room or ask a technician if any questions.
- Please discuss the material as reported in your submitted and approved abstract.
- Please use the microphone and speak to the audience.

(5) Presentation File Submission Desk
- Open Date & Time:
    9:00-18:00, November 9-11
    9:00-12:00, November 12
- Location:
    Corridor of 2F, along the way to the conference rooms

2. Poster Presentation
(1) Format
- Each poster must be limited to **90cm (width) ＊ 120cm(length)** in size and designed in **portrait orientation** to fit the poster board.

(2) Poster preparation
- Presenters are responsible for printing their posters before the Summit. The special glue for poster posting will be offered on-site to protect the board as well as the poster. Presenters can seek help from on-site staff or volunteers in terms of locating a specific posting board or obtaining the tools needed, etc.
- To ensure a well-prepared poster session, posters must be up during the preparation period.
- All presenters should stay by the corresponding poster throughout the poster session.
- Details:
  Location of Poster Area: Foyer of Xiamen Grand Ballroom
  Time for putting up: Before 17:30 on November 10, 2023
  Time for takedown: After 14:00 on November 12, 2023
  (Kindly note that the Summit will NOT collect the posters that are NOT taken down after 18:00 on November 12, 2023.)