# Guidance for Speakers

## Presentation Preparation Guidelines

### Presentation Slide Format:

- The PowerPoint presentation slide ratio should be 16:9 (widescreen).
- The font size should be large enough (at least 28) so that when projected it can be seen from the rear of the session room. Please also remember that your PowerPoint slide presentation should be prepared in a landscape format and NOT Portrait.
- If videos are included in your presentation, please make sure to check that they work in the Speaker Ready Room at least 5 hours prior to your session.
- Please note that the congress computers in the session rooms are being supplied with Microsoft Office 2019 or higher.
- There will be no provision for presenters to use their personal computers under any circumstances.

### Important Note for Macintosh Users:

In order to use a Mac presentation on a PC-compatible computer, please note that you need to prepare it according to the instructions below, before bringing it to the Speaker Ready Room.

1. The presentation can be prepared in either PowerPoint (for Mac) or Keynote, and converted to PowerPoint file before uploading. You can just bring your Keynote file to the Speaker Ready Room for us to help.
2. Use a common font, such as Arial, Times New Roman, Verdana, etc. (special fonts might be changed to a default font on a PowerPoint-based PC).
3. Insert pictures as JPG and PNG files (and not TIF, or PICT – these images will not be visible on a PowerPoint-based PC).
4. Use a common movie format, such as AVI, MPG, and WMV. MOV files from QuickTime will not be visible on a PowerPoint-based PC.

## Speaker's Presentation File Upload

- All speakers must upload the presentation file to the speaker's dashboard on the https://acs-inascrs.com/ website no later than **12 September 2024.**
- The instructions for uploading the presentation file are attached.
- All speakers are requested to check their presentation file at least 5 hours prior to your session at the Speaker Ready Room. If your presentation is scheduled in the early morning session, please check your presentation slides the day before.
- The Speaker Ready Room for ACS is located at **VIP Holding Room Level L** (Room map is provided on the last page).
- Please bring your copy of the presentation file on a USB Memory to the server at the Speaker Ready Room just in case there is any trouble during the presentation preview. There will be a technician available to assist you.
- The Speaker Ready Room operation hours on **25 September 2024 from 13:00 – 17:00 (UTC+7)** and **26-28 September 2024 from 07:30-17:00 (UTC+7)**

## At The Session Hall

- Assemble in your session room at least 15 minutes before the beginning of the session. Please also note that the elevators in the hotel are limited and may be crowded during this event.
- Ensure that you sit near the front of the room with easy access to the stage.
- Ensure that you keep to the time allocated to you, as it will cause disruption to sessions if you run over your allotted time.
- If there are any changes or corrections required to the presentation details, please let the technician know as soon as possible.

## Post-Event Video Content

- Recordings of your presentations (only for speakers invited by the Asia Cornea Society) will be posted on the Asia Cornea Society website from 28 September 2024 – 28 December 2024.
- We would like to seek your consent through Release and Consent Form on your Speaker's Dashboard.

## Conference Venue

**PULLMAN JAKARTA CENTRAL PARK HOTEL**
Podomoro City, Jl. Let. Jend S Parman Kav 28, Jakarta Barat
11470 JAKARTA
Indonesia

## Website

https://acs-inascrs.com

## Contact

Please contact scientific@acs-inascrs.com if you need more information.

VIP Holding Room