5th HKASMSS Student Conference on
Sports Medicine, Rehabilitation and Exercise Science 2016
Health and Life Quality Enhancement through Application of Science

Guidance for Speaker: Oral Presentation Format

The following guidelines and information will assist you in conducting the oral presentation:

Presentation Materials – PowerPoint File

- The presentation file should be in English and create in Windows platform by MS PowerPoint (.ppt or .pptx).

- To ensure the smooth running of the conference, all speakers are required to preload their PowerPoint presentation files into the computer provided by the organizer at the lecture theatre. Please send your files not later than **14 Nov (Mon)** to the conference secretary.

  ➢ If your file size is less than 10MB, you can submit your file via email directly: wancylo@cuhk.edu.hk

  ➢ If your file size is more than 10MB, you may choose any one of the possible platform of file sharing to wancylo@cuhk.edu.hk. Some suggestions are as below:

    WeTransfer: www.wetransfer.com
    Google Drive: www.google.com.hk/intl/zh-HK/drive
    Dropbox: www.dropbox.com/

- If your PowerPoint presentation contains movie clips, please make sure the original movie clip(s) is/ are saved in the same directory with your PowerPoint file and is/ are playable using Microsoft Media Player.

During Presentation

- Please arrive at the venue at least 15 minutes before your "**SESSION**" starts.

- On-site correction of your submitted presentation files is NOT allowed.

To play safe, you are strongly recommended to bring with you an extra copy of presentation file in a USB to the venue 15 mins before your "SESSION" begins.