



**7<sup>th</sup> Congress of Asian Pacific Federation of  
Societies for Surgery of the Hand 2008**  
**3<sup>rd</sup> Congress of Asian Pacific Federation of Societies  
for Hand Therapists**  
**February 14<sup>th</sup> – 17<sup>th</sup>**



### **Presenter Information**

#### Speaker Lounge

1. The Speaker lounge dedicated to all presenters is located meeting Room 610, 6/F, HKCEC
2. Please turn in the slides to the speaker lounge no later than 3 hours before the beginning of the session in which your abstract is scheduled. Staff on duty will provide assistance in downloading your computer files and will dispatch the necessary material. Personal computers will not be accepted in the technical session rooms.

### **Oral Presentations**

1. Presenters are expected to arrive at the session room at least 5 minutes before the session starts.
2. Report to your session chairs at the beginning of the session.
3. Laptop computers and projectors will be provided in each session room. To avoid any delay of the program, you are NOT allowed to use your own laptops for presentation.
4. You are required to upload the presentation files in the speaker lounge **at least 3 hours before your session.**
5. The author should stay behind till discussion session finished.

### **Poster Presentations**

#### **Venue**

Hall 7A, HKCEC

#### **Setup and Takedown Time**

Presenters are required to setup and take down their posters by their own in the following schedule: The Congress will NOT be responsible to keep your posters if you fail to take down your posters.

<b>Date</b>	<b>Setup Time</b>
14 February 2008	1400 – 1600
<b>Date</b>	<b>Takedown Time</b>
17 February 2008	1500 – 1600

### **Board and Poster Size**

The poster board is self-standing and is 1.5m high x 0.9m wide.  
The recommended maximum poster size is 1.2m high x 0.8wide.

### **Format Requirements**

1. To create uniformity in the poster area, we ask that all posters be hung starting at the top of the poster board.
2. Taps or pins will be provided for your use, please get it in the registration counter.
3. The title of your paper should appear at the top of your poster in with lettering of at least 1 inch high. Below the title, place the authors' names and affiliations.
4. You are recommended to ensure your poster is of 2 meters visibility.