

# The 8<sup>th</sup> Pan-Pacific Continenence Society Meeting

DATE September 27(Fri), 2013 VENUE BEXCO (Busan Exhibition & Convention Center), Busan, Korea

## GUIDELINES FOR PODIUM PRESENTATION

### Lenth of Presentation

7 minutes for presentation + 3 minutes for discussion

### Presenter's Actions to be taken

- 1) The presentation material should be mailed to the Secretariat by **September 10, 2013** and carried on the presenter's own CD, USB hard drive or Laptop on the day of presentation. It is requested that all material should be written in English.
- 2) The presenter's biographical data should be forwarded to the Secretariat office by no later than **September 10, 2013**. This information is necessary for presenter introductions at the session.
- 3) All A/V equipment for the presentation should be reported to the Secretariat office by no later than **September 10, 2013**.

### Visual Aids & Preview Room

The preview room is located behind the Meeting Room 321, Exhibition Center 2, BEXCO. The room is open from 08:00 to 17:30 during the conference. The presenters are kindly requested to arrive at least 1 hour in advance before the start of each session in order to check the files and test any personal equipment. The presenters are also requested to inform the technical staff in the session room if there is any last change on your presentation file. To save your time, the presenters should upload your material on a designated computer in the session room before the session starts.