



# Guidelines for Speaker

## Presenter's Actions to be taken

### ✓ Abstract Submission

To produce program book, we would like to ask you to hand your abstract or key slide within 10 slides for your presentation **up to September 6** to Secretariat Office ([endoluminal2018@gmail.com](mailto:endoluminal2018@gmail.com))

### ✓ Lecture Slide Submission

For compatibility check, it will be great pleasure about if you can send your lecture slide to Secretariat Office ([endoluminal2018@gmail.com](mailto:endoluminal2018@gmail.com)) **by September 13**. And Please make sure to use **ETS Template** for cover page and last page. Lecture screens are optimized for **16:9** ratio.

## Visual Aids & Preview Room

The **audio-visual room** as a preview room is next to the Auditorium on the 1st floor. All speakers can review and upload their meeting materials. Internet and tea service is available.

This room is opened from:

September 20 (Fri): 08:00~17:00

September 21 (Sat): 08:00~17:00

We encourage speakers to preview materials at the Pre-view Room at least 1 hour before your presentation. This will allow time to prepare, rehearse, and check on your file before your presentation. Presenters are also requested to deliver updated lecture slides to the technical staff for confirming each session.

If it is unavoidable to use your own laptop, our technician will help connect your laptop to LCD beam projector. During your presentation, your laptop will be situated in the session control desk and you will be able to control the slides by using the keyboard or mouse configured at the lectern. If you are using MACINTOSH® for your presentation, please bring along the connector cables with you. Please be sure to notify our Secretariat Office ([endoluminal2018@gmail.com](mailto:endoluminal2018@gmail.com)) in advance.

## Notice to Speakers

- Speakers are recommended to be seated toward front of meeting room.
- Question and answer about your presentation will be discussed on discussion time of each session
- Presentations and discussions will be conducted in English



## Social Events

We cordially invite you to Faculty Dinner on Sep 20. We would be honored if you would attend this event.

### ✓ 20<sup>th</sup> Sep (Fri)

Dinner & Endourology night with current status of international research and multicenter DB in Korea

Location: Raon B (B1), Novotel Ambassador Seoul Dongdaemun Hotel

Time: 18:10 ~ 21:00

Facilitator: Hyung Joon Kim (Korea)

Speaker: TEOH Yuen Chun Jeremy (Hong Kong)