

GUIDANCE

ORAL PRESENTATION Instruction for Participant

General Guideline

1. Participant are suggested to write their presentation in English
2. Each participant will be given 15 minutes duration consist of 10 minutes presentation and 5 minutes discussion. All presenters should keep their time strictly.
3. Participants are cautiously reminded to be aware of their schedule for presentation (date and time) along with its venue (room number).

Slide Instructions

1. Presentation slides should be formatted in power point presentation (.pptx, .ppt)
2. Presentation consist of maximum 10 slides to keep track of time.
3. Presentation should be written using formal English language in all of its entirety.
4. Clarity and quality of pictures used in the slides should be sufficient for scientific presentation.
5. Following are quick summary of the guidelines to make an effective presentation :
 - a. Keep to one idea per slide.
 - b. Use phrases rather than complete sentences.
 - c. Use only six to seven words per line, totalling no more than 40 characters.
 - d. Use at least an 18-point font size.
 - e. Simplify graphics and do not over-reduce artwork.
 - f. Use easy-to-read colours, such as white or yellow on a blue background.
 - g. Double check your message: It should be easily grasped in 30 to 40 seconds.

Submitting Files and Schedule

1. Slides presentation file should be submitted to the committee via email (abstrakpitbdg@gmail.com) by 24th September 2024, 23.59 WIB, Please rename your file as: OP_name_title (e.g. OP_Nora_ HIGHER DENSITY OF REGULATORY T-CELLS)
2. Participant are not allowed to submit revision file or any file once session is started.
3. Participant should be in the venue of presentation at least 15 minutes before the schedule.

Important Note for Macintosh Users

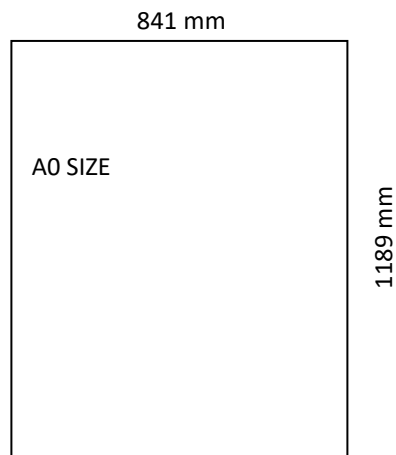
In order to use MAC presentations on a PC compatible computer please note that participant need to prepare it according to the instructions below:

1. 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).
2. Insert pictures as JPG files (and not TIF, PNG or PICT - these images will not be visible on a PowerPoint based PC).

3. Any connectors or devices needed to support connectivity to a standard PC should be provided by participant him self.

POSTER PRESENTATION

1. Please prepare your poster according to these guidelines:
 - a. You should bring your printed poster
 - b. Poster should be written in English
 - c. Poster size: A0 (841x1189 mm)
 - d. Poster orientation: portrait



e. Poster structure

- Original research: title, institution, background, objective, methods, results and discussion, conclusion
 - Case report: title, institution, background, case description, discussion and conclusion
- f. The poster should be readable from at least 2 m distance
 - g. Please underline the presenting author name.
 - h. Please write affiliation of each author clearly.
 - i. Please remember your poster number (e.g G1/P1, G1/P23, G2/P1 etc) , G1/P1 refers to batch I and Poster no 1, G1/P23 refers to batch I and poster no 23
Poster number can be found at the poster stands
 - j. Please be aware of the schedule for presentation
 - Batch 1 (G1): Friday, 27th September 07.30-12.45 WIB
 - Batch 2 (G2) : Friday, 27th September 13.00 -18.30 WIB
 - Batch 3 (G3) : Saturday, 28th September 07.30 -13.00 WIB

- k. When you arrive on-site, please attach your poster on the poster board. The committee will help you to attach it according to your poster number.
- l. Poster should be attached according to presentation schedule
- m. The committee will select the winner from each category.

RESEARCH PROPOSAL Instruction for Participant

General Guideline

1. Participant are suggested to present their proposal in Bahasa
2. Each participant will be given 20 minutes duration consist of 10 minutes presentation and 10 minutes discussion. All presenters should keep their time strictly.
3. Participants are cautiously reminded to be aware of their schedule for presentation (date and time) along with its venue (room number).

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2. Presentation consist of maximum 10 slides to keep track of time.
3. Presentation should be written using formal English language in all of its entirety.
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