



4 - 9 October 2009
BITEC, Bangkok, Thailand

GUIDELINES FOR SYMPOSIUM SPEAKERS

International Congress of Nutrition, 4-9 October 2009, Bangkok, Thailand

Please complete this form in block capital letters and return by fax to +66 2 748 7880 or email to scprogram@asiacongress.com.

CONGRESS VENUE

The 19th International Congress of Nutrition will be held at the Bangkok International Trade and Exhibition Center (BITEC) in Bangkok, Thailand. Presentation Rooms will be assigned in due course.

STANDARD AUDIOVISUAL EQUIPMENT IN CONFERENCE HALLS

- Laptop
- LCD Projector
- Laser pointer
- Lectern and lapel microphones
- Discussion microphones for the audience

A room manager will be on stand-by to assist you in the room if necessary. Moreover, a technician will take care of the audiovisual equipment in the room.

PREPARING YOUR PRESENTATION & ABSTRACT

Please use Microsoft Office Powerpoint Program (Microsoft 2007 or lower) for your presentation.

You are requested to prepare an abstract of your presentation which will be published in the *Annals of Nutrition and Metabolism* (supplement). Abstracts should not be more than 250 words including title, author/s and their affiliations. Please use font typeface Times New Roman, size 11. Please avoid tables and footnotes.

Deadline of submission of abstracts:

04 July 2009

Deadline of submission of Powerpoint Presentation:

30 September 2009

Submit your abstract & presentation to:

scprogram@asiacongress.com

REGISTRATION

Your registration to the Congress has been waived and you are also entitled to one (1) complimentary ticket to the Gala Dinner on Wednesday, October 7th. Please complete the Invited Speakers Registration Form and send it back to scprogram@asiacongress.com. If you have an Accompanying Person who wishes to attend the Exhibition and Social Events with you, he/she must register and pay the corresponding fee of US\$200/person. Details are found in the Registration Form.

BEFORE YOUR PRESENTATION

SPEAKERS' PREVIEW ROOM

You are requested to **proceed to the Speakers' Preview Room (MR 210, 2nd Floor, BITEC) at least one hour before your session** where you can test and preview your presentation. Final presentations are loaded into a central server that is linked to your session room. The use of personal laptops during the presentation is discouraged to avoid technical glitches and delays.

PRE-SESSION INSTRUCTIONS

To enable you to meet the moderator of your session and receive any last-minute instructions, you are requested to be present in the session room at least 15 minutes before the session is due to start. Please also check with the technician that your presentation file is in proper order.

DURING YOUR PRESENTATION

A member of the technical staff is present throughout the session and will control the level of lighting and sound in the meeting room.

KEEPING TO PRESENTATION TIME

It is important that each speaker keeps to his/her allotted presentation time to ensure that the conference is on schedule.

SESSION MODERATORS

A chair and co-chair will be assigned in your session to introduce session topics & objectives, speakers, and ensure that speakers keep to their allotted presentation time. They will likewise fend questions, contribute to the discussion, and finally provide a summary of the presentations and discussion at the end of the session.

COPYRIGHT ISSUES

Please inform the Conference Manager if you wish to allow or not allow copying of your presentation by any third party.

We look forward to receiving your abstract and wish you success with your presentation!

For any questions and clarifications, please contact:

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