



## ORAL PRESENTATION INSTRUCTION

*Please note that all oral presenters must be registered to receive the congress badge. Only person with badge will be allowed to enter the congress area. You can receive the badge at registration counter located in front of the exhibition hall EH 103, 1<sup>st</sup> Floor of Bangkok International Trade and Exhibition Centre (BITEC).*

Paper presentations will be **13 minutes** in duration with **2 minutes** for discussion.

### Slide Preview Room

The Slide Preview Room is located at room **MR210** on the **2nd floor of Bangkok International Trade and Exhibition Centre (BITEC)**. The facility will be open for downloading presentations on 2 November at 13:00 – 19:00 hrs, 3-4 November at 08:00 - 18:00 hrs, and 5 November at 08:00 – 16:00 hrs.

Note: Delegate badge is required to be presented to the congress staff in order to enter Slide Preview Room

Please download your presentation **at least 8 hours before your session begin** based on the following time table:

Author Presentation Date	Date to Download Presentation
<b>3 November 2008 (Tuesday)</b>	<b>2 November 2009</b>
<b>4 November 2008 (Wednesday)</b>	<b>2-3 November 2009</b>
<b>5 November 2008 (Thursday)</b>	<b>2-4 November 2009</b>

- Please bring your electronic presentation on **CD-Rom** or **USB memory drive** only to download onto the laptop PC provided in the Speakers' Room.
- The video included in the presentation shall have the following extensions: .avi, .mpeg, .mov, .wmv. The size of the video files to be used during the presentation should not be larger than 50 MB.
- You are requested to view your slides to ensure that everything will be displayed properly.

Note: Do not leave your audio-visual materials with a conference staff. The conference organizer will not be responsible for your materials.

### Oral Presentation Room

The Oral Presentation Rooms are allocated as following details:

Oral Presentation for The 2<sup>nd</sup> Federation of Asian Small Animal Veterinary Association Conference 2009 (2<sup>nd</sup> FASAVA 2009) - room **MR221** on the **2nd floor of BITEC**.

Oral Presentation for The 35<sup>th</sup> Veterinary Medicine & Livestock Development Annual Conference 2009 (35<sup>th</sup> VMLDAC 2009) - room **MR220** on the **2nd floor of BITEC**.



2<sup>nd</sup> FASAVA 2009  
3-5 November 2009, Thailand  
www.fasava2009.com



The 35<sup>th</sup> Veterinary Medicine  
& Livestock Development  
Annual Conference 2009

### Standard audio visual equipment in meeting room

- Note book equipped with Microsoft Office
- Projection screen
- LCD projector
- Table and podium microphones
- Discussion wireless microphones for the audience
- Time Keeper

### Preparing your presentation

- You are requested to be present in the session meeting room **at least 15 minutes** before the session is due to start and identify yourself to the room manager.
- Your presentation should last no longer than the number of minutes allotted for your presentation, including discussion time. The programme has an extremely tight time schedule which must be maintained in order to allow delegates to change sessions. Authors are, therefore, requested to adhere to this schedule very precisely.
- The time keeper sign shall be presented at 5, 2, 1 minutes to finished time.
- Universal fonts, such as Arial and Times New Roman are preferable for the PowerPoint presentations.
- A room manager will stand-by to assist you in the room if necessary. A technician will take care of the audiovisual equipment in the room.



## POSTER PRESENTATION INSTRUCTION

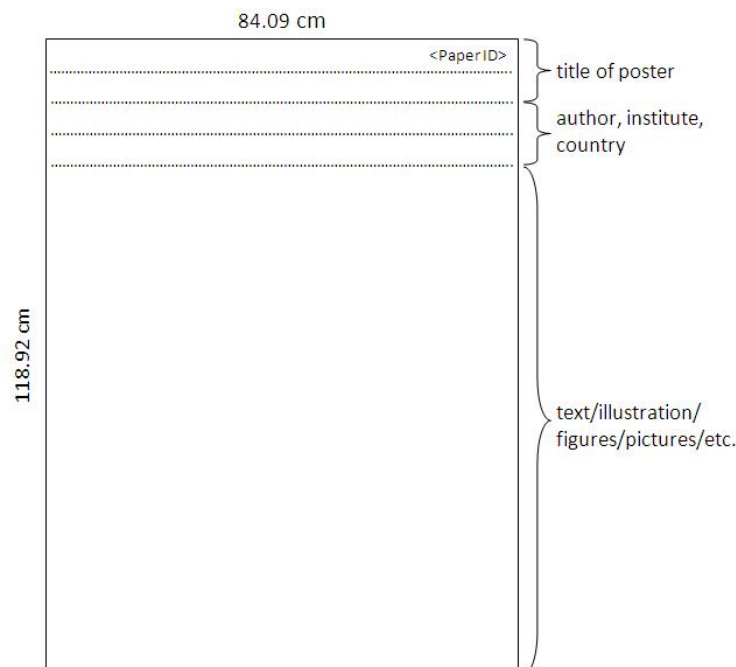
Please note that all poster presenters must be registered to receive the congress badge. Only person with badge will be allowed to enter the congress area. You can receive the badge at registration counter located in front of the exhibition hall EH 103, 1<sup>st</sup> Floor of Bangkok International Trade and Exhibition Centre (BITEC).

Poster presentations can be exhibited on **Monday, 2 November 2009 between 17.30 to 20.00 hrs and on Tuesday, 3 November 2009 between 07:00 – 09:00 hrs** and can remain up until 5 November 2009. The Poster Presentation area is located in Pre-function area, 2<sup>nd</sup> Floor of Bangkok International Trade and Exhibition Centre (BITEC).

The poster assistant will be available to assist the author at the Poster Presentation area during the available date and time.

The preferable dimension of each poster are A0 (84.09 cm wide x 118.92 cm height), portrait mode. The dimension of poster board are 95 cm wide x 238 cm height. Allocate the top of the poster for the title and authors as stated in the submitted paper. Posters must be designed to be attached to the panel with double sided tape only. Authors are suggested to bring double sided tape and other equipments for poster set up. Pin, stapler, nails or any other sharp materials which might destroy the poster board are not allowed to use for affixing the poster.

The position of each poster will be marked by the paper ID. Please put your poster at the assigned position. **Authors are requested to present at their posters during the poster session on Wednesday, 4 November 2009 from 14:30 – 15:20 hrs.**



You can remove your poster on Wednesday, 4 November 2009 between 18:00 – 19:00 hrs. and on Thursday, 5 November between 18:00 – 19:00 hrs. All remaining posters shall be disposed off after 20:00 hrs. The conference assumes no responsibilities for the condition of posters not removed by the presenters.

**Any inquiries or special request, please contact Ms. Mika Hanazaki, Conference secretariat**  
**Email: [conference1@procongress.net](mailto:conference1@procongress.net)**