



A-PHPBA 2023

**9th Biennial Congress of the
Asian-Pacific Hepato-Pancreato-Biliary Association And
19th Annual National Conference of Indian Chapter of IHPBA**



Oral presentation Guidelines

1. Please note that below mentioned timings have been allocated for each paper oral presentation, followed by 2 minutes for discussion. Rigorous time keeping will be enforced.
 - a. Plenary - 8 min presentation followed by 2 min for discussion
 - b. Best oral - 8 min presentation followed by 2 min for discussion
 - c. Mini oral - 5 min presentation followed by 2 min for discussion
 - d. Free oral - 5 min presentation followed by 2 min for discussion
2. On your first presentation slide after the title slide, you are required to disclose all financial interests within the past 12 months preceding this conference.
3. If you have nothing to disclose, you still need to include a disclosure statement. Please include on the disclosure slide "I, (insert name) DO NOT have a financial interest/arrangement or affiliation with one or more organization which could be perceived as a real or apparent conflict of interest in the context of the subject of this presentation".
4. Only MS-PowerPoint (*.ppt and *.pptx) presentations with video formats will be accepted - Windows or Mac compatible.
5. Please bring your presentation on a flash drive to load with the AV team in the Speaker Support Center at least 2 hours prior to your session start time. Presentations attached to e-mails cannot be processed.
6. Abstract presenters, please note that it was a condition of submissions that all accepted presenting authors must register for the congress. Please ensure you have completed your [registration](#).
7. Please note that under no circumstances will personal laptops be permitted.
8. Please create your presentation in 16:9 (wide screen) format. All videos should be embedded in your Power Point presentation. Please test any embedded videos with the AV team.

AT THE CONFERENCE

9. Upon arrival at the Congress venue, please check in at the Registration Desk to pick up your name badge.
10. Please arrive at your session 15 minutes prior to the published start time and identify yourself to the host or the session coordinator/moderator.
11. To keep to our tight schedule please keep to the timings in the programme, which includes time for questions/discussion. During your presentation you should select your vocabulary to address as wide an audience as possible and not use unfamiliar abbreviations or expressions.
12. Please note that the official language of the conference is English and all presentations should be in English.

SESSION ROOM SETUP

13. Each session room is equipped with a projector and screen, you will be able to control your presentation from the podium. You will have a confidence monitor to view your slides. Presenter view with notes will not be available. Each session room will be staffed with members of our AV team who will assist with any questions or issues.