

Guidelines for Oral Presenters

Prior to the conference

1. See the schedule and venue of your session. For the schedule, click this link <https://aunhpnmnl2019.wixsite.com/conference/abstract-submission>.
2. Take note of the number of presenters in your session and be guided on the time allocation below in finalizing your presentation.

Number of presenters per session	Time allotment
3 presenters/session	20 minutes per presenter
5 presenters/session	15 minutes per presenter
6-7 presenters/session	10 minutes per presenter

3. Use the Parallel Session code and the first 6 words of your submitted abstract title as file name of your presentation. The Parallel Session code can be found on the row above the session title.

Examples: **PS 01-03_ Wellness, QOL and Active Aging Needs**
 PS 03-03_ Factors Associated With Helmet Use Among

4. Send your final presentation slides in powerpoint and in pdf format to aunhpnmanila2019@gmail.com **on or before August 18, 2019 (Sunday)**.

Rest assured that only the scientific committee members, session chairs and co-chairs will have access to your presentation.

5. Bring a USB drive containing your presentation as back-up.

During the conference

1. Be at the session venue at least 15 minutes before the start of your session.
2. Take a seat in front so you will right away be recognized by the session chair and co-chair
3. The session will start on time whether or not all the presenters are present.
4. The chair will introduce Session Presenters all at the same time.
5. During each presentation, time cards will be used to remind you of the "Last 5 minutes", "Last 2 minutes" and when the "Time is up!" for your presentation. If you have not finished your presentation, you are then requested to give your concluding statement in 30 seconds. After which, you will be asked to take your seat to give way to the next presenter.
6. The open forum (Q&A) will take place after all the presentations have been completed.