



The 42nd Annual Meeting of Korean Cancer Association with International Cancer Conference

June 16-17, 2016, Lotte Hotel Seoul, Korea



International Oral Presentation Guideline

- ✓ All presenters should prepare their presentation slide in **Microsoft Office PowerPoint (PPT)** file format. (Windows with MS Office 2003, 2007)
- ✓ We do **not recommend using your own laptop computer for your presentation** to avoid technical problems.
- ✓ **Presenting author** should register and present at the 42nd Annual Meeting of KCA.

Session Room	Pine Room and Sapphire Ballroom (A,B,C) on 3F, Hotel Lotte
Language	English
Portable Media	Please save your files to a USB Flash Drive
Preview	<ol style="list-style-type: none"> 1. Location: Jade Room (2F) 2. Please bring your presentation file in an USB memory stick to the preview room at least 1 hour before presentation to upload and test your file. 3. Technical staff will be on duty in the preview room to assist you in uploading. 4. After you have finished reviewing and/or making changes to your presentation, you must notify an A/V technician so that they can review and upload your files onto the PCs connected to each session room.
Presentation	<p>12 minutes for presentation and 3 minutes for discussion and questions</p> <p>(This time limit is strictly enforced.)</p>



Secretariat of Korean Cancer Association

Room 1824, Gwanghwamun Officia, 92 Saemunan-ro, Jongno-gu, Seoul 03186, Korea

Tel. +82-2-792-1486 | Fax. +82-2-792-1410 | www.cancer.or.kr

E-mail cancer@kams.or.kr, cancer1@kams.or.kr or cancer2@kams.or.kr



The 42nd Annual Meeting of Korean Cancer Association with International Cancer Conference

June 16-17, 2016, Lotte Hotel Seoul, Korea



Oral Presentation Guidelines

- ✓ All presenters should prepare their presentation slide in **Microsoft Office PowerPoint (PPT)** file format. (Windows with MS Office 2003, 2007)
- ✓ We do **not recommend using your own laptop computer for your presentation** to avoid technical problems.
- ✓ **Presenting author** should register and present at the 42nd Annual Meeting of KCA.

Session Room	Pine Room and Sapphire Ballroom (C) on 3F, Hotel Lotte
Language	Korean
Portable Media	Please save your files to a USB Flash Drive
Preview	<ol style="list-style-type: none"> 1. Location: Jade Room (2F) 2. Please bring your presentation file in an USB memory stick to the preview room at least 1 hour before presentation to upload and test your file. 3. Technical staff will be on duty in the preview room to assist you in uploading. 4. After you have finished reviewing and/or making changes to your presentation, you must notify an A/V technician so that they can review and upload your files onto the PCs connected to each session room.
Presentation	<p>7 minutes for presentation and 3 minutes for discussion and questions</p> <p>(This time limit is strictly enforced.)</p>



Secretariat of Korean Cancer Association

Room 1824, Gwanghwamun Officia, 92 Saemunan-ro, Jongno-gu, Seoul 03186, Korea

Tel. +82-2-792-1486 | Fax. +82-2-792-1410 | www.cancer.or.kr

E-mail cancer@kams.or.kr, cancer1@kams.or.kr or cancer2@kams.or.kr



The 42nd Annual Meeting of Korean Cancer Association with International Cancer Conference

June 16-17, 2016, Lotte Hotel Seoul, Korea



Poster Display Guidelines

- ✓ The adhesive tape can be only used and this will be provided in the poster session room.
- ✓ **Presenting author** should register and present at the 42nd Annual Meeting of KCA.

Session Room	Emerald (Room F) on 2F		
Language	English		
Poster Size	<ol style="list-style-type: none"> 90cm (width) x 120cm (height) (Suggested maximum size) The size of the poster board: 100cm (width) x 180cm (height) 		
Set Up Times	08:00 - 10:00		
Display Hours	09:00 - 17:00		
Display Day	June 16 (Thu)		P-001~087
& Poster No.	June 17 (Fri)		P-088~173
Removal Times	All posters must be removed after 17:00		

Note: 42nd Annual Meeting of KCA and Lotte Hotel Seoul (conference venue) cannot be held responsible for any poster that is left overnight and is lost or damaged.



Secretariat of Korean Cancer Association

Room 1824, Gwanghwamun Officia, 92 Saemunan-ro, Jongno-gu, Seoul 03186, Korea

Tel. +82-2-792-1486 | Fax. +82-2-792-1410 | www.cancer.or.kr

E-mail cancer@kams.or.kr, cancer1@kams.or.kr or cancer2@kams.or.kr