



Oral Presentation Guidelines:

- Please make sure to upload all media files required for your presentation. Any necessary video or audio files should be embedded in your PowerPoint file.
- Since your computer may have sophisticated fonts (such as special equation symbols) that the conference computers may not have, it is suggested that when you save your PowerPoint presentations, use “Save As” from your “File” pull-down menu. When a dialog box pops up, click on the “Tools” menu on that dialog box and select “Save Options”. Then, check the option “Embed true type fonts”. Click “OK” and then click “Save”. This allows you to include the fonts you are using in your presentations to minimize the font incompatibility problems.
- In addition to the default “.pptx” file format, we suggest that you also save a copy of your presentations in the “.ppsx” (PowerPoint Show) format (the “.ppsx” version may also include some of the special fonts in your presentations).
- Make the letters on your slides BIG ENOUGH. Suggested minimum font is 14.
- Please send the copy of your presentation to the conference email gastro@thereignite.com (Suggested to send 15-30 days prior to the conference).
- Presenters are encouraged to have their completed presentation on a USB/Flash Drive in widescreen 16:9 or 4:3 format.
- The total time allotted to each speaker is 20 minutes. You should plan to speak for 16 minutes and leave 4 minutes for questions and discussions. Please try to complete your talk within the scheduled time.
- If a question requires a lengthy reply, suggest that you and the person asking the question meet after the presentation.

Poster Presentation Guidelines:

- Each poster session author will be provided with a 4' x 4' poster board area and mounting pins.
- The board will indicate the poster number in upper right or left corner.
- Material should be displayed in logical sequence (with names of authors and affiliations), Introduction/Objective, Methods, Results, Conclusion, Acknowledgements.
- Each poster must include text in a large enough font (~20-point font) to be read easily by attendees from a distance of 4 to 5 feet or more. Lettering on illustrations should be large and legible. Photographs should be a minimum of 5 x 7 inches.
- Avoid overcrowding figures and cramming too many numbers into tables. Legends and titles should accompany all figures, tables, photographs, etc. in order to allow their immediate identification.
- Authors are responsible for mounting their posters and removing them as soon as the session ends.