

Presenter Guides (Last Updated: 05 Mar 2025)

Presenter Guide – Oral

Important Notes

- Program uses Singapore Standard Time and is 8 hours ahead of GMT (GMT+8).
- The AOGS Presenter Attendance Policy is such that if an author presenter did not make it to deliver the Oral Presentation at the scheduled time, the author presenter will be considered a “No Show”.

1. Submit Presentation Online

This function is auto-enabled for registered author presenters assigned to Oral Presentations. You will save time waiting on-site for your presentation to be downloaded if you submit your presentation ahead of time.

a. 16 June to 15 July 2025 - Presenters upload presentation files in MARS

The cut off time is 23:59 on the deadline date (GMT+8)

Presenters who can't upload their presentations can bring their files on a thumb drive and upload it directly to the presentation room computer.

b. Steps to Follow

- i. Sign-in on [MARS](#) with your email and password.
- ii. Click on “Upload Presentation” on the left menu.
- iii. Supported File Formats: .ppt, .pptx
File Size: max 3.5GB

2. General Guidelines

a. Prepare Your Presentation [Recommended Slide Size: Widescreen (16:9)]

The length of the presentation material should be in accordance with your time allotted. The total duration including Q&A and speaker changeover is 12 minutes for each talk. Please refer to the Final Program for actual presentation schedules. You are kindly requested to be in the presentation room at least 15 minutes before the session starts.

b. Determine Your Audio-Visual Needs

Each meeting room comes equipped with a laser pointer, computer, LCD projector and screen. The computers in the meeting rooms are being provided to Windows-based PC users.

c. Create a Backup Copy of Your Presentation

We recommend that you bring at least 2 copies of your presentation to the meeting for backup purposes. Only thumb drives are acceptable.

d. Give Your Presentation

Be considerate to the other speakers and audience by staying within your allocated time. The allocated time for your presentation includes a discussion and a changeover to the next speaker. Session Chairs will hold you to the allotted time. This is essential to ensure adequate time for questions and discussion as well as adherence to the schedule. Please discuss the same material as reported in your abstract submission. At the end of the meeting, all presentation files will be destroyed.

Presenter Guide – Poster

Important Notes

- Program uses Singapore Standard Time and is 8 hours ahead of GMT (GMT+8).
- The AOGS Presenter Attendance Policy is such that if an author presenter did not make it to deliver the Poster Presentation at the scheduled time, the author presenter will be considered a “No Show”.

1. Poster Sessions (Include Best Student Poster Competition)

Authors Put Up Posters

10am to 12:30pm

Poster Viewing & Presenter Q&A

2pm to 6pm

Section Schedules

Tue – 29 Jul 2025

HS, IG, PS

Wed – 30 Jul 2025

BG, OS, ST, SE

Thu – 31 Jul 2025

AS

Authors Remove Posters

6pm to 6:30pm. Any posters that remain on the poster boards after 6:30pm will be discarded.

2. How to Prepare Your Poster

- a. Each presenter will be provided a poster space of 2.4m high x 1m wide poster panel. Your poster should be A0 size in portrait format, measuring 1189mm height x 841mm width maximum. Your presentation must cover the same material as the accepted abstract.
- b. Place your Abstract ID, Abstract Title and Author Name(s) prominently at the top of the poster to allow viewers to identify your abstract easily. Presenter's Name must be underlined and in Bold Letterings.
- c. Author Name, E-mail and Address information must be provided in case the viewer is interested in contacting you for more information.
- d. You have complete freedom in displaying your information in figures, tables, text, photographs, etc. in the poster.
- e. A successful poster presentation depends on how well you convey information to an interested (but not expert) audience. You may wish to structure your poster by including the background of your research followed by methodology, results and conclusions.

3. Print Out and Bring Along Your Poster to the Meeting

- a. Adhesive tapes and scissors are available at the Poster Help Desk, nearby the poster boards. If you have special needs for your poster presentation, please bring those supplies with you to the meeting.

- b. Finished Size of the Poster Should Measure:
A0 in Portrait Format, 1189mm Height x 841mm Width

4. Authors Requiring Poster Printing & Delivery Services Must Make Own Arrangements. For convenience, a list of service providers is provided below.

SG Print Express /Sinprint

Getting there: <https://maps.app.goo.gl/MNVSZ8SFTuhLkEyAA>
Address: 175 Bencoolen Street #01-04 Burlington Square, 189649
Telephone: +65 6635 8288
Opening Hours: 9:30am to 9:00pm on Monday to Friday
11:30am to 6:30pm on Weekends

Musa 24 Hours Printing Pte Ltd

Getting there: <https://maps.app.goo.gl/X76uo76aspSXyicP7>
Address: Blk 26 Kallang Pl, #02-11, Singapore 339157
Telephone: +65 9889 6872
Opening Hours: 24 hours
Website: <https://www.24hours-printing.com/>

Simple Digital

Getting there: <https://maps.app.goo.gl/fbbZTFEADUYiSpbTA>
Address: 231 Bain St, #02-27, Singapore 180231
Telephone: +65 6837 2993
Opening Hours: 11:00am to 7:00pm on Monday to Friday
Closed on weekends and public holidays
Website: <http://www.simpledigital.com.sg/contact-us.html>

Presenter Guide – Best Student Poster Competition

Students Desiring To Join the Best Student Competition MUST

1. Upload their e-posters in MARS before the portal closes. Judges will preview submitted posters in advance and rank them according to scientific merit and poster design.

16 June to 15 July 2025 – Contestants Upload E-Posters in MARS

The cut off time is 23:59 on the deadline date (GMT+8)

Steps to Follow

- Sign-in on [MARS](#) with your email and password
- Click on “Upload Presentation” on the left menu.

Recommended Image Size

A0 Portrait Format (1189mm Height x 841mm Width)
16 Megapixels, or 4680 x 3310 pixels at 100 dpi

2. Be at their poster for as long as able for an uninterrupted presentation and to interact with the judges. Judging in the formal poster session round takes place during the formal poster sessions. Students with competitive posters are evaluated further on scientific significance and quality of the research effort, and also on the effectiveness of their complementary oral

presentation.

3. Failure to abide by and of the above rules constitutes automatic disqualification from the competition.
4. [See Also Presenter Guide - Poster](#)