

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.