

Guidelines for Scientific Exhibition

Exhibition Schedule

- Poster presentations will take on the form of an Electronic Scientific Exhibition.
- Presentation file(s) in MS-Power Point should be submitted by **no later than April 24 (Mon), 2017**. If you do not complete uploading your file by this due date, your abstract will NOT be considered for the Best Poster Award, and the presenter of the slides will not benefit from awards that are given to presenters.
- E-Posters with no image or poor quality images may not be eligible for the Best Poster Award.
- Scientific Exhibition Schedule

Display	Date & Time	May 26 (Fri), 09:00-18:00
		May 27 (Sat), 09:00-17:00
	Place	E-poster Area, Exhibition Hall (GBR 104-105, 1F), Coex

Exhibition Presentation File Submission

- **When: April 12 (Wed) ~ April 24 (Mon), 2017**
 - **Where:** 'My Page' of the KSUM Open 2017 website (<http://2017.ksum.or.kr>).
- (1) Scientific Exhibition presenters should prepare their presentation file in MS-PowerPoint (MS Office 2007 or 2010).
 - (2) The total capacity of your file(s) should be less than 30MB at most. If the capacity of your file(s) is over 30MB, please contact the secretariat.
 - (3) If your presentation file(s) contain(s) movies, you are requested to zip them into one folder to ensure that they work properly (please save movie files in .wmv file format). In addition, check your PC Operating System and Codec as per the below 'Equipment Information'.
 - (4) You can use any font provided by MS Office. If you use fonts other than standard Windows Office 2007 and 2010 fonts, please bring the font files themselves with your presentation file(s).
 - (5) Please check all typographic and grammatical errors before uploading your file(s). Presentation file(s) cannot be modified after April 24 (Mon), 2017 (Submission Due Date).
 - (6) There is neither specifically required format nor a limit on the number of pages regarding the presentation file. However, please be sure to include the proper abstract title, author(s)'s name(s), institution(s), and country/countries on your first slide.

How to Upload Your Presentation File

- (1) Visit the KSUM Open 2017 official website (<http://2017.ksum.or.kr>).
- (2) Go to 'My Page' and log-in with the ID and Password of the abstract submitter.
- (3) At the 'Abstract/Lecture Syllabus Submission' menu of My Page, please check your abstract evaluation result (accepted) and upload your e-poster file. Please do not forget to click the 'Final e-poster file upload' button to complete the e-poster submission.
- (4) It may take some time to upload your file(s) depending on your internet condition. However, you are strongly requested NOT to close the window until the uploading process has been successfully completed.

Equipment Information

The computer that will be used for the Scientific Exhibition will be equipped and installed with the following:

- Desktop running MS-Office PowerPoint 2007, 2010 operated in Window 7
- Windows Media Player 10.00.00.4036 and Media Player standard Codec (other software cannot be used)

Security Policy

All presentation files will be kept safe before and after your presentation from any access. All presentation files submitted to the KSUM Open 2017 will not be used for any purposes other than the Scientific Exhibition.

Should you have any inquiries, please do not hesitate to contact the Secretariat of KSUM Open 2017.

Contact: Charlotte Ji – KSUM Open 2017 Secretariat

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