Hong Kong International Nursing Forum

Digital Empathy, Innovating with Heart

November 23–25, 2026

Guidelines for Oral Presentation

GENERAL INFORMATION

- In your presentation, please pay particular attention to the following:
  1. All sessions should be conducted in English.
  2. Ensure an adequate but concise description of study details, including background, study aims and objectives, methods (including sampling, data collection method, and tested intervention as appropriate), results, discussion and conclusion.
  3. Ensure the conclusions are well justified by the results provided.
  4. Highlight the key implications of your study findings for research/ practice.
  5. Spell out any abbreviations for clarity to the audience.
  6. Explain any terms that may not be known to the audience.

- Your total presentation time is **10 minutes**. A joint Q&A session with all speakers will take place at the end of each concurrent session. Please remain present throughout your assigned concurrent session.

PRESENTATION FILE

- Prepare your presentation file using PowerPoint 2013 or above.
- Slide size format in the ratio of 16:9 is preferred. Slides designed in a 4:3 aspect ratio will be displayed in letterbox format with black bars on either side of the slides.
- File name: The designated file name will be provided to presenters in due course.
- Save the file on a USB drive.

PRESENTATION DAY TIMELINE

- Upload your presentation file in the Preview Room at the conference venue **at least one hour** before your scheduled session. If you are presenting in the first session on November 23 at 14:00, please upload your file by 13:00 that day.
- Please arrive at the presentation venue **at least 15 minutes** before your scheduled session. Inform the staff of your presence so that you will be introduced to the Moderator of your session.

AUDIO-VISUAL EQUIPMENT AVAILABLE

- All session rooms are equipped with:
  - LCD projector for PowerPoint presentation
  - Lectern microphone
  - Computer with built-in speakers
  - Projection screen

- For a smooth transition between presentations, all PowerPoint presentations ***MUST*** be delivered on the computer and projector provided. Presenters **CANNOT** use personal equipment or attach personal equipment to the equipment at the Forum venue.

- Presentations will be pre-loaded onto the computer to reduce downtime due to technical problems.

- PowerPoint 2013 or above will be the version of software used.

DEADLINE FOR REGISTRATION

If you, the **presenting author**, have not **registered** yet, please do so **immediately** via this link (https://www.hknf.hku.hk/registration). The presenting author of the accepted abstract is required to complete the registration (using the same email as stated in the abstract submission) and make the necessary payment. Those who fail to register by October 19, 2026 at 23:59 (UTC+8/HKT) will not be included in the programme.

Should you have any queries, please do not hesitate to contact the Forum Secretariat at (852) 3917 6619 or via email at hknf@hku.hk .