



29th World Congress of the International Association for Suicide Prevention (IASP)  
21st Malaysian Conference of Psychological Medicine (MCPM)  
July 18-22, 2017, Kuching, Sarawak  
Preventing Suicide: A Global Commitment, from Communities to Continents  
(IASP) Mental Illness: Early Intervention Facilitates Recovery (MCPM)  
[www.iasp2017.org](http://www.iasp2017.org)

## **Information to Chairpersons/Speakers/Poster Presenters**

### **Information for Chairpersons**

- Please be at the venue at least 10 minutes earlier to ensure all speakers are present and to make contact with all speakers of the sessions.
- Before the session starts, the chairperson should remind the speakers with regards to the timing of their presentation. Please ensure that all speakers keep strictly to the allocated timing.
- The chairperson is to appoint another senior speaker to chair the session if the chairperson is also presenting.

### **Information for Speakers**

- The allocated time for each speaker for the IASP free paper (oral) presentation is 15 min. (Presentation: 12 mins. and Q&A: 3 min.).
- The duration for the other presentations e.g. plenary, symposium, and special lecture is as stated in the program.
- The speakers are requested to submit their slides and to check their presentation at the Speaker's Preparation Room at least 4 hours before their presentation.
- Speakers of the sessions before 12:00 noon are requested to submit their presentation at the Speaker's Preparation Room one day before or earlier (except for presentations for the 18th & 19th July).
- Opening Hours of Speaker's Preparation Room.

Tuesday, 18 July	8:00-16:00
Wednesday, 19 July	8:00-18:00
Thursday, 20 July	8:00-18:00
Friday, 21 July	8:00-18:00
Saturday, 22 July	8:00-12:30

### **Presentation Guidelines**

- Each presentation room is equipped with a remote control presentation system. A laptop will be installed on the podium for all speakers to use during their presentation.
- Only USB thumb drive is accepted. MOs, floppy disks, and CD-RWs will not be accepted.
- Windows (OS: Windows7) is the only operating system available for the presentations. Audio playback is supported by the system.

- Every speakers' media should contain only the presentation data related to the Conference. Microsoft PowerPoint is recommended
- For each presentation, the data file should be named as <Session Number>-<Name>.ppt. Example: P1-1-John Wilson.ppt.
- If the presentation data is linked to other files (i.e. still or moving images, graphs, etc.), these files should also be saved in the same folder. Kindly checked beforehand that the links are working.
- The Secretariat will delete all copies of any data after the session.
- Additionally, presenters are advised not to use their personal computer. However, if speakers would like to use their PC or Mac, please seek the advice from the Secretariat in Speaker's Preparation Room a day earlier. The Secretariat will prepare a Mini D-sub 15 pin PC cable connector. If the presenter's machine is not compatible with the provided cable connector, the individual will have to bring an adaptor to connect their machine to the Mini D-sub 15 pin PC cable connector. Please bring the AC adapter with you. The Secretariat will not be responsible for any damage to an individual's machine or accessory used.

## **Information for Poster Presenters**

### **Preparing Your Posters**

#### 1) Poster panel

The secretariat will prepare a panel labelled with the poster number. Presenters are required to use the velcro and tape provided by the secretariat.

#### 2) Poster size

The size of the poster panel is W950 mm x H2400 mm. Please prepare the poster(s) to fit the size of the panel(s).

Each presenter is responsible for preparing their posters equipped with the title, name(s) of author(s) and institution(s).

### **Poster Presentation**

#### 1) Guidelines

During the designated time, all delegates are free to view the posters and to discuss the topic of interest with the presenters (free discussion style). Discussions regarding the topic of the poster will be held in front of the poster. Thus, during the specified time slot, all presenters are requested to be at their poster to answer any questions from the judges and other participants.

#### 3) Presentation Schedule Poster

Presenters are requested to place their posters at the designated space in Great Hall B and to follow the schedule below for their presentation.

Date	Poster No.	Viewing Time	Judging Time
Wednesday, 19 July	IASP A-XX	10:30-11:00	15:00 – 15:30
Thursday, 20 July	IASP B-XX MCPM-XX	10:30-11:00	15:00 – 15:30
Friday, 21 July	IASP C-XX	10:30-11:00	15:00 – 15:30

4) Set-up / Removal Schedule

Poster Presenters are requested to place their posters by 09:30 hours during the designated time on their presentation day.

Any materials left behind after 17:00 hours shall be removed by the Secretariat and those not claimed by 15:30 hours on the following day of the presentation will be disposed.

*The IASP Scientific Committee.*