

Guidelines for Oral Presenters

Dear **Oral Presenter**,

Thank you for participating in the **27th Scientific Meeting of the International Society of Hypertension (ISH)** to be held in Beijing, on 20-23 September 2018, at the Beijing International Convention Center, Beijing, China.

* **Please consider this letter as the onsite guidance for your oral presentation at the ISH2018 and click to [view online program](#) to check your session time and venue in case of any inaccuracy.**

✧ **Oral Presentations**

We ask that you provide your presentation on time at the Speaker Ready Room **at least three (3) hours** before your scheduled session time. For a morning presentation, please report to the Speaker Ready Room the day before up until 19:00.

Speaker Ready Room Opening hours and location:

Location	VIP Room 2A, 2nd Floor of conference venue	
Operation Time	September 20 (Thu)	08:00-19:00
	September 21 (Fri)	07:00-19:00
	September 22 (Sat)	07:00-19:00
	September 23 (Sun)	07:00-19:00

Presentation slides and audiovisual equipment:

Presentation should be prepared in PowerPoint using the **4:3** standard slide setting.

- Language of Presentation and Slides: **English Only**.
- Presentation Allocated Time: **Presentation 7 mins. / Q&A 3 mins.**
- MS-PowerPoint (*.ppt and *.pptx) presentations are preferred, which could include video(s) and/or audio(s). PDF-file without video(s) nor audio(s) is also acceptable.
- Presentations with open-password and those attached to e-mails cannot be processed.
- Pictures and animations linked to the Internet or to other files will NOT be accessible. Please note that due to the network reasons, Gmail, Yahoo, Google etc. become unavailable in China.

Session Rooms:

Each session room is equipped with the following items:

- Lectern with microphone
- Projector for MS Power Point presentations
- Laser pointer
- Wireless slide advancer

***Please note that under no circumstances shall personal laptops be permitted.**

We encourage you come to the session room at least **15 minutes** before the session starts to meet the session chair and familiarize yourself with the equipment in the session room. Technical staff will be present to assist you.

✧ **Expenses**

Any additional/incidental expenses, including but not limited to food and beverage, airport transportation, lodging, cab fare and parking are the responsibility of the traveler.

✧ **Conference Registration**

- The presenting author for Oral Presentation must be registered and paid to the conference successfully **before August 15, 2018**. Otherwise, your abstract will be withdrawn to present at the Conference.
- Please visit the Registration Desk, located at the entrance area of Level 1 in the Beijing International Convention Center, to pick up your badge and materials during the dates and times below:

Location	1F, Lobby of conference venue	
Operation Time	September 20 (Thu)	08:00-21:00
	September 21 (Fri)	07:00-20:00
	September 22 (Sat)	07:00-20:00
	September 23 (Sun)	07:00-19:00

✧ **Hotel Reservation**

September is peak season for tourists. Please make your hotel reservation when you are done with registration. Click [here](#) to view accommodation choices and to make your reservation.

✧ **Visa Information**

If a visa is required, we suggest you download visa invitation letter after [your registration](#) and begin the visa process immediately. For other enquiries regarding visa invitation, please contact us at: ish2018-registration@kit-group.org.

✧ **Taxi Transportation**

- Venue: Beijing International Convention Center, 北京国际会议中心
- Address: No.8 Beichen Dong Road, Chaoyang District, Beijing, 北京朝阳区北辰东路8号。
- For international travelers, we recommend that you take a local taxi to reach the venue to your hotel. The trip is easy and safe. It is recommended that you bring a printed copy of the hotel address in English and Chinese.

* Please visit the [website](#) for additional information regarding transportation, currency, weather, and other travel tips.

Your paper represents an important contribution to the success of ISH2018 and we appreciate your participation. To view the complete program and schedule of events, please visit the meeting website: www.ish2018.org. If you have any enquiry, please feel free to contact us at: ish2018-abstracts@kit-group.org.

We look forward to seeing you in Beijing in September!

With best regards,

Hypertension Beijing 2018 Conference Secretariat

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