



HKVRS Speaker Checklist & Guidelines



Date: June 13, 2026 (Sat)

Time: 10:30 - 19:30 (Conference) | 19:30 - 21:30 (Presidential Dinner)

Venue: Hong Kong Science Park

Program
ScheduleUpload
PPTXUpdate
Profile

Before Conference

01

Presentation Timing & Schedule

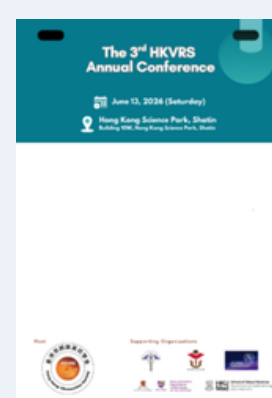
- Please check exact presentation schedule and duration on the [Congress website](#).
- Kindly prepare your talk strictly according to the allocated time.



02

Registration & Badge

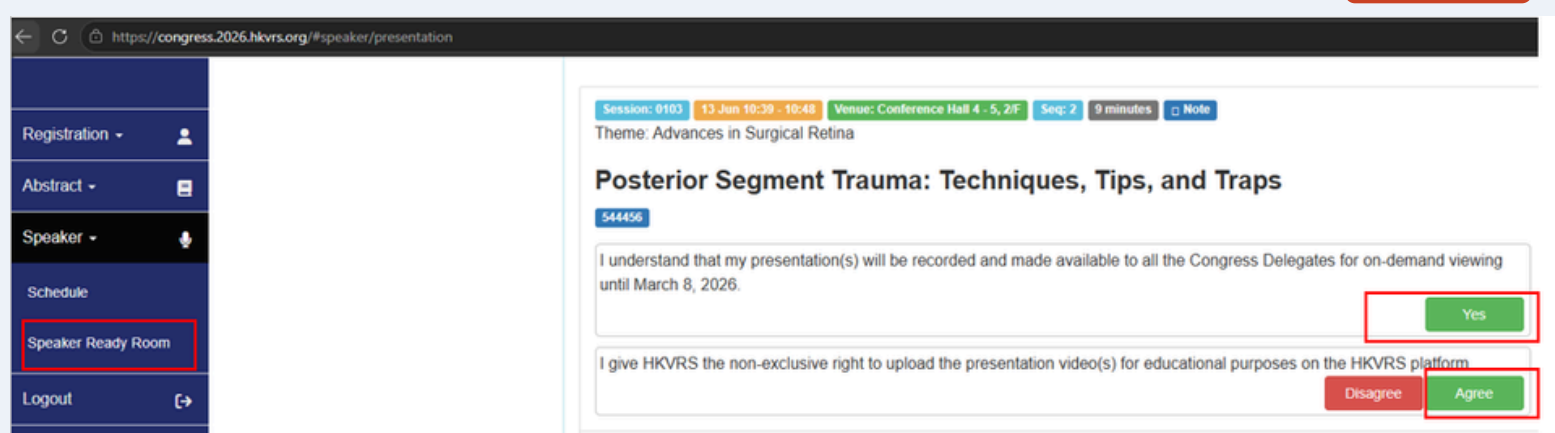
- Complimentary registration is provided
- You will receive a confirmation email with a QR code for badge collection one week before the conference.
- Please upload your profile photo, institution name, and biography via the [Congress system](#).



03

Upload Your Slides

- Please upload your PPTX slides to the Online Speaker Ready Room by **June 12 (Fri)**.
- Link: [Online Speaker Ready Room](#)



04

RSVP to Presidential Dinner

- You are cordially invited to the Presidential Dinner on June 12 (Sat) 19:30 – 21:30.
- If you have not yet RSVP'd, please confirm your attendance via email by **June 5 (Fri)**.



On June 13

05

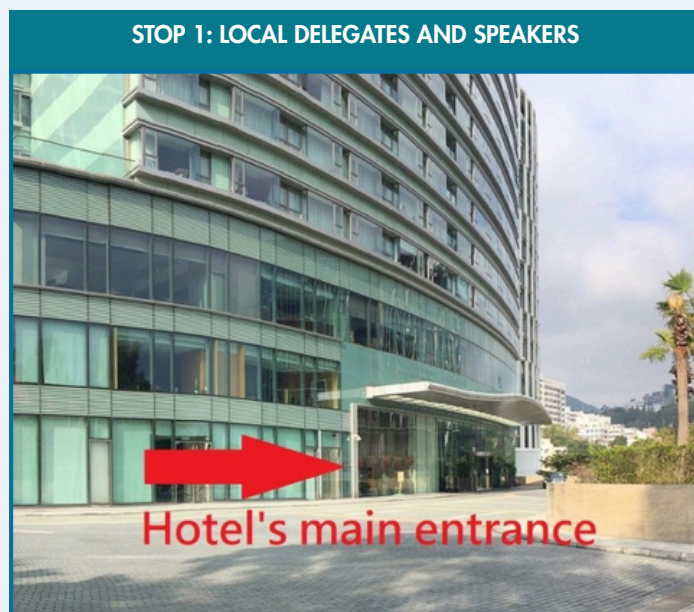
Free Shuttle Arrangement

STOP 1: LOCAL DELEGATES AND SPEAKERS

Pickup at University Station Exit B (2 min on walk) at 09:30 AM

STOP 2: GUESTS STAYING AT HYATT REGENCY SHATIN

Pickup at Hotel Main Entrance at 09:45 AM



06

Session Room Setup

Speakers

Before symposium

- Check your slides at the Help Desk (located at the Registration Counter)

During presentation

- With Presenter View with Timer during your presentation.
- May advance your slides with mouse / clicker
- Adhere to your allocated time

Chairs

Before symposium

- Check the final speaker lineup at the Chair's table.

During presentation

- With Presenter View with Timer on the chair monitor
- Moderate the discussion and serve as the timekeeper