



5<sup>TH</sup> ANNUAL CONFERENCE OF  
SOCIETY FOR MINIMALLY INVASIVE  
SPINE SURGERY ASIA/PACIFIC

**SMISS-AP  
2025**

10<sup>TH</sup> - 13<sup>TH</sup> JULY 2025 | THE TAJ MAHAL PALACE, MUMBAI



## FACULTY INSTRUCTIONS

Dear Esteemed Faculty Members,

We look forward to welcoming you and to your valued contributions at SMISS AP 2025 | MISSABCON 2025 | BSSCON 2025.

Please find below some important information regarding audio-visual requirements and program arrangements to support your planning and ensure a smooth and successful experience:

### Speaker Presentation Guidelines:

- **The scientific program is busy and time is premium. The screen is pre-programmed to blank out after the allotted time. Hence, strictly limit your talk to the time allotted**
- There will be a physical timer, which gives you a warning 1 minute before the end of your allotted time.
- Connect personal Laptops CANNOT due to technical reasons. All presentations have to be loaded at the PREVIEW ROOM ONLY. (Preview for HALL B on 11<sup>th</sup> & 12<sup>th</sup> July will be inside the hall next to console itself)
- You are requested to carry the presentation on a pen drive or a disk and it cannot be downloaded from the internet
- Please load your talk 2 hours prior to your scheduled time
- Format of the presentation should be MS PowerPoint (.pptx - 2010 or later) or Mac Keynote 6.x or later (.key). It should be 16:9 ratio PPT format.
- Videos should be in mp4/mov format for Mac
- If there are any videos in your presentation, please preview them to check that they run properly. Check that they are working fine in advance.
- Kindly carry the video source file as a backup for the talk
- You are requested to be there well in advance of your talk to load and preview your presentation
- You are requested to be seated in the front row of the respective hall in good time for your presentation
- Please be advised that under no circumstances you will be allowed to load your presentation at the podium
- If any special fonts are used please bring the presentation as a pack & go (if created on windows) or save it as a .pptx as the fonts will get embedded
- Video recording & sharing of the presentations will be done for educational purposes. In case you have any objection to this, kindly let us know
- You are requested to include your single slide CV as first slide of your presentation.

### General instructions for Moderators:

- Given the tight schedule, time keeping is paramount to a successful program. We rely on the chairpersons to see no session over shoots its allotted time. All sessions should and must start on time.
- It is the responsibility of the moderators to see that each speaker finishes in his allotted time and the Q&A to be taken strictly during the allotted time. Do not let a speaker go beyond the time slot
- If a speaker does not show up last minute, the session will continue as per sequence
- The presentation will freeze and screen will go blank at the end when time has run out. If the speaker has not completed the presentation, the chairperson has the right to request to go to the conclusion slide to close the talk in 1 minute.
- **Please see below the SMISS-AP Programme Format:**  
**Moderator-driven session:**
  - Introduction to problem/case presentation/problem statement based on evidence (Moderator 1)
  - 3 abstracts and 4 faculty presentations
  - 10-minute moderated discussion with a panel
  - Summary and conclusion by Moderator 2

### **Conference Secretariat:**

VAMA EVENTS PVT LTD., Kohinoor Square Phase I, B Wing, Office No. 1004, 10th Floor,  
N. C. Kelkar Road, Shivaji Park, Dadar West Mumbai - 400028.  
Tel.: 022 35131930 / 31 / 32 / 33 / 022 46052832 | Email: conferences@vamaevents.com



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**As session moderator, your role is crucial in:**

- Driving the session
- Ensuring adherence to allotted time
- Maintaining a modular format

**Preview Room for loading Presentations:**

The organisers have made the provision of Preview Room for the purpose of loading & testing your presentations prior to your sessions.

**All presentations for sessions to be held will have to be loaded at the Preview Room.**

- Our technicians will be present to assist you at the preview room
- Request you to load your presentations 2 hours prior to your Talk

**Important Venue Update for Hall B – SMISS AP 2025**

Please note the venue for **Hall B** will vary across the conference days:

- **10th July 2025 (Day 1):**  
Hall B sessions will be held at a different location.  
A **common Preview Room** for **Halls A, B, and C** will be available at **Golden Ballroom II, First Floor, Taj Mahal Palace.**
- **11th & 12th July 2025 (Day 2 & 3):**  
Hall B will shift to the **Rendezvous Ballroom, Tower Wing.**  
The **Preview Room for Hall B** will be located **inside the Rendezvous Ballroom itself.**  
Preview rooms for **Hall A and Hall C** will remain unchanged.

We request all faculty and presenters to kindly take note of these arrangements to avoid any inconvenience.

We sincerely hope that the above-mentioned guidelines will be adhered to and followed.

Support and Cooperation is the key for making conference a grand success!

Thanks & Regards,

**Conference Organising Team**  
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