



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

SMISS-AP
2025

10TH - 13TH JULY 2025 | THE TAJ MAHAL PALACE, MUMBAI



PRESENTATION GUIDELINES

Dear Colleague,

We look forward to welcoming you 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 11th & 12th 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.

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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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 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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