

ASCAPAP 2026

The 12th Congress of the Asian Society
for Child and Adolescent Psychiatry and Allied Professions

April 2 (Thu) – 4 (Sat), 2026 COEX, Seoul, Korea

ASCAPAP 2026 Guideline for Speakers, Chairs and Presenters

You can check detailed session information (including program at a glance and full program) on the ASCAPAP 2026 website.

Also, please note that ASCAPAP 2026 Secretariat will send information on the sessions in which you will participate as a speaker/presenter or chair via individual email.

- Program at a Glance: [\[Click Here for PAG\]](#)
- Detailed Program: [\[Click Here for Detailed Program\]](#)

❖ MUST READ BEFORE PARTICIPATING IN ASCAPAP 2026 (Congress layout, Presentation etc.)

- When you arrive at the congress venue, please visit the registration desk directly. You will receive the name tag there.

(For Invited Chairs & Speakers)

Please note that you can get the honorarium. We will copy your passport for the tax report, so please bring your passport to the preview room.

(For speakers only) Please visit the Preview Room and check the final version of your presentation file at least 1 hour before your session begins to check that your file appears properly. A technician will be on standby to assist you.

(For Proposal Symposium/Workshop Presenters)

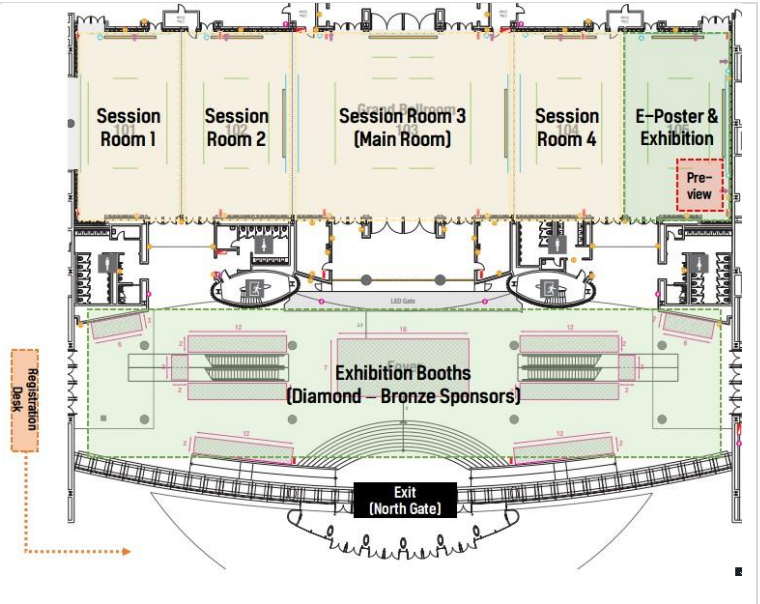
Please visit the Preview Room and check the final version of your presentation file at least 1 hour before your session begins to check that your file appears properly. A technician will be on standby to assist you.

(For Travel Grant Awardees)

Please note that you can get the travel grant. We will copy your passport for the tax report, so please bring your passport to the preview room.

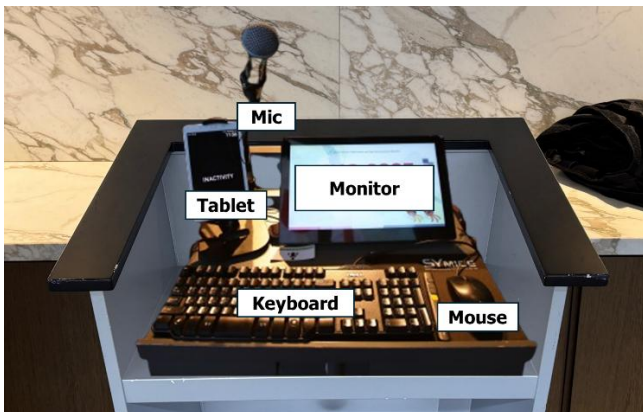
Preview Room & E-Poster Presentation Room

- Place: Grand Ballroom 105, 1F, Coex
- Operation Hours:
 April 2 (Thu), 08:20 – 17:20
 April 3 (Fri), 08:00 – 17:20
 April 4 (Sat), 08:00 – 17:20



❖ Speaker Podium, Chair Table

On the Speaker / Presenter Podium



- When the chair starts introducing you, please go up to the podium.
- When the introduction is finished, the first slide of your material will be projected on the screen and your monitor.
- You can operate and go back and forth between the slides as needed using the mouse or the keyboard.
- If using the mouse, please click on the arrow at the bottom of the monitor to proceed to the next slide.
- You can check the remaining presentation time via the timer on the upper right corner of the monitor.
- Scripts (slide notes) are available on tablets located in the podium.

Chair Table



- Please be ready at the table before the session starts. Session room staff will give you a sign to begin the session.
- Introduce yourself and your Co-Chair briefly first and proceed to the introduction of the first speaker and his lecture.
- Session material (CVs, lecture notes or abstracts) will be prepared on the table.
- The remaining time of the lecture or presentation will appear on the upper right corner of the monitor. Please use the bell on the table or notify the speaker verbally if needed to conduct the session in given timeline.

❖ Presentation Preparation Instruction

[Preparation Instruction for Speaker & Oral Presenters]

**Please refer to the instructions below when preparing your presentation material.*

**Please note that use of personal laptops on the podium is not permitted.*

Format	Microsoft PowerPoint File (.ppt, .pptx / MS Office ver. 2010 or later)
Screen Ratio	16:9 (wide screen) in landscape orientation
Font	Standard Windows fonts provided by MS Office (font size: 14 points) (other fonts may not appear properly) *If not, please bring the font file(s) with the presentation file(s).
Video File (Not Essential)	If your presentation file includes videos, we recommend that you bring your presentation file with the original video files in Window Media Video (WMV) format.
Language	English
Submission Method	Please bring your PowerPoint presentation file with you on a USB memory stick and submit it at the Preview Room on the day of your presentation (at least 1 hour before your session starts).

[Preparation Instruction for E-Poster Presenters]

**Please refer to the instructions below when preparing your presentation material.*

**ASCAPAP 2026 will display E-Posters in MS PowerPoint format only. Please refer to the information below and submit your E-Poster file.*

Format	Microsoft PowerPoint File (.ppt, .pptx / MS Office ver. 2010 or later)
Screen Ratio	16:9 (wide screen) in landscape orientation
Number of Page	Maximum 10 slides
Font	Standard Windows fonts provided by MS Office (font size: 14 points) (other fonts may not appear properly) *If not, please bring the font file(s) with the presentation file(s).
Contents	Objective/Background, Method(s), Result(s), Conclusions
File Name	Abst No._PA Name
Language	English
Submission Due Date	By February 27 (Fri), 2025
Submission Method	Please submit your PowerPoint presentation file to the Secretariat Email. sci@ascapap2026.org <i>* Please check for typographic and grammatical errors before you send.</i>

Reference for
E-poster
presentation



Secretariat of ASCAPAP 2026

April 2 (Thu) – 4 (Sat), 2026 | COEX, Seoul, Korea

2F, 5, Seocho-daero 55-gil, Seocho-gu, Seoul, 06604, Korea

Tel: +82-2-6677-0543 Fax: +82-2-6677-0536

Email: office@ascapap2026.org, sci@ascapap2026.org Website: www.ascapap2026.org