

# NUCLEAR MEDICINE UPDATE 2025

[WWW.NMSS.ORG.SG](http://WWW.NMSS.ORG.SG)

“NUCLEAR THERANOSTICS:  
INNOVATION & INTEGRATION”



6 - 9  
FEBRUARY



ACADEMIA  
SINGAPORE

## SPEAKER GUIDELINES

Please note the following points in the document

ORGANISED BY

In collaboration with:



NUCLEAR MEDICINE SOCIETY  
(SINGAPORE)

ACNM



Singapore  
General Hospital  
SingHealth



WARMTH  
WORLD ASSOCIATION  
OF RADIOPHARMACEUTICAL  
AND MOLECULAR THERAPY  
FOUNDED 2008



WORLD FEDERATION  
OF NUCLEAR MEDICINE  
AND BIOLOGY



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## Nuclear Theranostics: Innovation & Integration

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The Academia, Singapore General Hospital  
www.nmss.org.sg



### PAGE 1

### INTRODUCTION

The Organising Committee would like to thank our faculty for agreeing to present at the upcoming Nuclear Medicine Update 2025, scheduled for 06 – 08 February 2025 at the Academia, Singapore. This document has been prepared to assist you with planning an effective presentation for the meeting.

### A) SPEAKERS REGISTRATION

1. Registration for invited faculty is waived automatically.
2. Upon arrival at the meeting venue, the Academia, kindly proceed to the **Faculty Registration Counter located at Level 1 for the collection of your faculty badge and to sign in for your attendance.** Below is the registration counter opening hours:

Date	Time
Day 1: Friday, 7 February 2025	0700 – 1730hrs
Day 2: Saturday, 8 February 2025	0730 – 1700hrs

3. Name badge is required for admission to all sessions. For security reasons, speakers are requested to wear their badge at all times.

### B) PRIOR TO MEETING

Preparation of Presentation Slides:

1. Visual presentations have to be prepared in Microsoft PowerPoint format (PowerPoint 2013 or higher) in landscape orientation (ratio 16:9);
2. All presentations will run **on a Windows 11 laptop.**  
If you are using other software than Microsoft Powerpoint (example: OpenOffice, Powerpoint for Mac, Keynote), please convert the slide deck to Microsoft Powerpoint for Windows PC before uploading your presentation **before 05 February 2025** (see point no. 7 below).
3. All presentations must be made and held in English. The use of an interpreter is not permitted;
4. When choosing fonts for your presentation, please make sure that they are supported by Microsoft Office 2010 & above. If a non-standard font is used, it should be **embedded** in your PowerPoint presentation. You are encouraged to use standard fonts, such as Arial or Calibri, to prevent any characters from not displaying correctly;
5. Any video clips in your presentation files should be in MP4 encoded to H.264 or WMV format that can be played in PowerPoint. Do NOT use .mov (QuickTime) or .3pg files, which are NOT supported by PowerPoint for Windows. Please insert your video into the PowerPoint. Do NOT use “link to file” as the link will become invalid when your PowerPoint is played on a different computer;
6. Please specify the file name as “Venue\_Date\_Time of presentation\_First Name Last name”, e.g. L1-S2\_07Feb\_1530\_Aaron Chin.ppt;



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7. Presentations using personal laptop computers will NOT be permitted. Please upload your PowerPoint presentation to the below link latest by **05 February 2025**: [www.dropbox.com/request/4bdXHlPtDuNU6zJTzqh](http://www.dropbox.com/request/4bdXHlPtDuNU6zJTzqh). Should you have any audio files, they are to be sent together with your presentation slides to us. Rest be assured that all presentations will be securely stored prior to the meeting and be deleted at the end of the meeting;
8. If you would like to amend your presentation deck after submission, please rename the file name to "Venue\_Date\_Time of presentation\_First Name Last name (**Revised #**)", e.g. L1-S2\_07Feb\_1530\_Aaron Chin.ppt (Revised 1).ppt; and upload onto the same link.
9. If you need to make changes onsite, please bring a copy on a USB drive to the Speakers' Prep Corner located at Level 1. Do ensure your USB drives are secure and virus-free.
10. The Organising Committee would not be held responsible for any non-display from personal laptop.

**UPLOAD YOUR  
PRESENTATION**

### **C) BEFORE THE SESSION**

1. The session room will be equipped with a projector, screen, PC laptop/monitor and microphones for your use. Technical support will be provided;
2. Please **arrive 10-15 minutes before** the start of your session. All sessions will start and end on time, and this will be strictly enforced by the Session Chairs.
3. Reserved Seats for Speakers  
Front row seats are reserved for upcoming speakers. Please be seated at the designated seats for ease of identification by the respective session chairs.

### **DURING PRESENTATION**

1. There will be a podium from where presentations will be presented; session chairs will invite speakers up to the podium at the appropriate time;
2. **Laser Pointer**  
A laser pointer will be available on the podium.
3. **Time Keeping**  
There will be a countdown timer next to the podium, which will inform you of the remaining time available.

Each presentation should adhere strictly to the allotted time. **Please do NOT overrun**, as every overtime minute would deduct the same for the subsequent presenters on the programme. It is critical to stay on schedule. All presenters need to be respectful towards their fellow session presenters & attendees;

4. All the sessions will start and end on time, and this will be strictly enforced by the Session Chairs.