



## E-Poster Presentation Guidelines

### Introduction:

The Congress Committee thanks you for agreeing to present at the upcoming 33rd APAO Congress at the award-winning Hong Kong Convention & Exhibition Centre (HKCEC), Hong Kong. This document has been prepared to assist you with planning a successful presentation for APAO 2018.

### Registration:

All e-poster presenters must register and pay the applicable registration fees to remain in the program. Presenters who fail to pay registration fees risk being removed from the program at the discretion of the Program Committee. There is no reduced registration fee for presenters. Please go to the Registration page on the Congress website at <http://congress.apaophth.org/>.

The APAO 2018 Congress registration desk is located at Level 3, Hong Kong Convention & Exhibition Centre, and will operate during the times listed below:

<u>Date</u>	<u>Time</u>
<b>Feb 7, 2018</b>	16:00 – 18:00
<b>Feb 8 – 10, 2018</b>	07:30 – 18:00
<b>Feb 11, 2018</b>	07:30 – 12:30

### E-Poster Stations:

Exhibition Hall, Level 3, Hong Kong Convention & Exhibition Centre

### ✧ E-Poster Guidelines:

- \* All posters should be a visual presentation of your submitted abstract.
- \* Please prepare a poster in a **single-slide PDF file** as per the sample e-poster available for download at <http://2018.apaophth.org/guidelines-for-presenters/>.
- \* **Font size** is specified in the sample e-poster. Choose Arial or a font that can be read clearly at a distance. Put light-colored fonts on dark backgrounds and dark fonts on light-colored backgrounds so that viewers can see the text clearly.
- \* **Tables** should be simple and easy to follow. Minimum font size for data in tables is 10 points. All graphs and tables must be embedded in your file.



- \* The legend of a **figure** should appear below the figure.
- \* **Do not** insert or embed any videos in your presentation.
- \* Remember, overcrowding a poster slide makes it difficult to read. Help your readers by providing clear labels or headings for each section of your presentation.
- \* Please include eight pertinent **references** at most.
- \* Please ensure that you have **permission to use any images** you include in the e-poster. This includes a license for copyrighted materials and consent forms from patients who are recognizable in photographs or images.
- \* **Financial interest**, if any, must be disclosed and included in the poster. Presentations made at the Congress must not be used to promote a commercial product.
- \* Please upload your e-poster slide to the APAO Congress system at <http://congress.apaophth.org/> using your Congress log in/APAO ID log in details **by January 31, 2018**.

✧ **E-Poster Presentation:**

- \* All presenters may prepare an audio recording (max length: 3 minutes) to accompany their poster presentation. The recording should be uploaded to the APAO Congress system at <http://congress.apaophth.org/> **by January 31, 2018** using Congress log in/APAO ID log in details.
- \* A QR code can be downloaded from the Congress system for each poster that has an accompanying recording and will be displayed along with the poster. Please insert your recording into your e-poster file. Viewers will be directed to a link where they can hear the recording prepared by the poster presenter when the QR code is scanned.
- \* Presenters will automatically be eliminated from the selection if no recording or image is provided.
- \* The first authors of each e-poster, who are the presenters, will be given a 'program participant' ribbon that they can attach to their delegate badge to recognize their participation in the submitted program.
- \* **We can also display your e-poster in the Congress app provided that you convert your e-poster slide to a PDF file. Please upload the PDF file to the system along with the e-poster slide and the recording.**

✧ **Submission Deadline:**

- \* All files must be submitted by **January 31, 2018** at 11:59 pm (GMT + 8). It is not mandatory to prepare a recording. Authors can submit just the e-poster slide.
- \* Failure to upload the e-poster slide by the deadline will be considered as last-minute withdrawal. The credited achievement award point will be deducted from the first author's and the co-authors' registration accounts. An additional point will be deducted from the first author's account.