



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 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>
Feb 7, 2018	16:00 – 18:00
Feb 8 – 10, 2018	07:30 – 18:00
Feb 11, 2018	07:30 – 12:00

Poster Exhibition Venue:

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

Poster Mounting/Dismounting:

- **Posters No. 1 – 330**
 - Mounting: Feb 8, 2018 (Thur): 08:30 – 09:00
 - Dismounting: Feb 11, 2018 (Sun): 12:30 – 14:00

A complete list of accepted posters is available at <http://2018.apaophth.org/schedule/>.



Poster Viewing Times:

- **Posters No. 1 – 330**
 Feb 8, 2018 (Thur): 09:00 – 18:00
 Feb 9, 2018 (Fri): 09:00 – 18:00
 Feb 10, 2018 (Sat): 09:00 – 18:00
 Feb 11, 2018 (Sun): 09:00 – 12:30

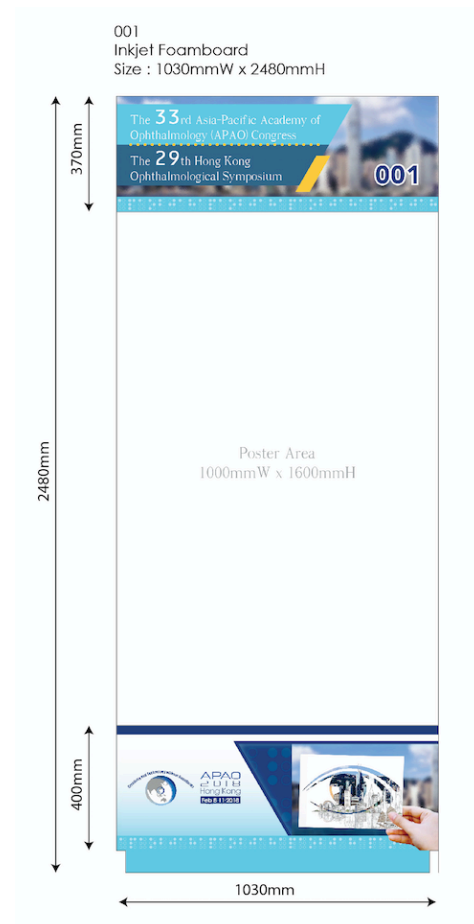
Poster Sessions:

Please be sure to be around your poster during the morning and the afternoon tea breaks on the days your poster is displayed.

- Morning tea break: 10:30 – 11:00
- Afternoon tea break: 16:00 – 16:30

Poster Presentation:

- All presenters can prepare an audio recording (maximum 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**.
- A QR code can be downloaded from the Congress system for each poster that has an accompanying recording and will be printed along with the poster. When the QR code is scanned, viewers will be directed to a link where they can hear the recording prepared by the poster presenter.
- Presenters will automatically be eliminated from the selection if no recording or image is provided.
- The first authors of each 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.





Poster Guidelines:

Poster Size: The poster should be designed to be mounted on a poster board. It should be in portrait orientation.
 Dimensions:
160 cm (height) x 100 cm (width)

Poster Number: Poster number (20 cm x 20 cm) will be placed in the top left-hand corner of the board by the Congress Secretariat. If you have uploaded a recording by the specified deadline, a QR code will be printed alongside the poster number. Please make sure you mount your poster at the board with the number assigned to you.

Title / Names of First Author and Co-author(s) / Countries of Authors Please prepare a 20 cm x 80 cm sheet that includes the poster title, names of the first author and co-author(s), and the countries of the authors. The sheet should be mounted next to the poster number.

Poster Mounting: Please use the pushpins provided by the Congress Secretariat for mounting your poster onto the poster board.

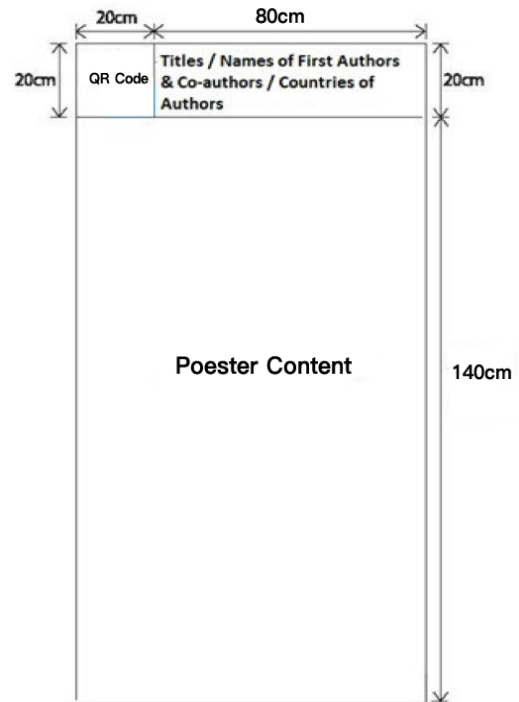
Poster Layout: The contents should be clearly structured under the headings of Purpose, Methods, Results and Conclusions. Heading fonts should be larger in size than body text. Make sure the poster is not too crowded and that there is enough blank space.

Poster Design: Posters can be designed using computer programs such as PowerPoint, Corel Draw or Adobe InDesign. White text on a dark background may be used, but only sparingly. In general, white, muted, or pastel backgrounds with black text are the best options. Use an appropriate balance of text and images to convey your message in an easy-to-read way.

Text & Font Size: The text should be concise in order to ensure good visibility at approximately 3 feet. Include all the most important ideas, but not necessarily all finer details. The font size of the body text must not be smaller than 20 point. Text should be single-spaced. Do not use ALL UPPER CASE TEXT because it is difficult to read.

Tables: Tables should be simple and easy to follow.

Illustrations: The legend of a figure should appear below the figure. Illustrations are more appealing if they are in color.





References:

Please include eight pertinent references at most.

**Permission
for Images:**

Please ensure that you have permission to use any images you include in the poster. This includes a license for copyrighted materials and consent forms from patients who are recognizable in photographs or images.

Interest:

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.