



Guidelines for E-Poster Presentation

Introduction:

The Congress Committee thanks you for agreeing to present at the upcoming 34th APAO Congress at Queen Sirikit National Convention Center (QSNCC), Bangkok. This document has been prepared to assist you with planning an effective presentation for the APAO 2019.

Registration:

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

The APAO 2019 Congress registration desk is located on Ground Floor at the main entrance of Queen Sirikit National Convention Center with the following opening hours:

<u>Date</u>	<u>Time</u>
March 5, 2019	16:00 – 18:00
March 6 – 8, 2019	07:30 – 18:00
March 9, 2019	07:30 – 11:30

E-Poster Stations:

Exhibition Hall, Queen Sirikit National Convention Center

✧ 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://2019.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 or vice versa 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 the 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 February 22, 2019.**

✧ **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 11:59pm (GMT + 8) on February 22, 2019** using Congress log in/APAO ID log in details.
- * A QR code, which will be displayed on each poster, can be downloaded from the **Congress system**. 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 author of each e-poster, who is the presenter, will be given a 'program participant' ribbon that he/she can attach to the delegate badge to recognize his/her participation in the submitted program.
- * **Your e-poster can also be displayed in the Congress app provided that it is converted to a PDF file and uploaded to the system along with the recording (if any).**

✧ **Submission Deadline:**

- * All files must be submitted by 11:59pm (GMT + 8) on **February 22, 2019.** Authors can also



submit the e-poster slide only, without the recording

- * Failure to upload the e-poster slide by the above deadline will be considered last-minute withdrawal. Last-minute withdrawal will lead to deduction of the credited achievement award point from the registration accounts of ALL authors. An additional point will also be deducted from the account of the first author.