THE 34TH CONGRESS OF ASIA-PACIFIC ACADEMY OF OPHTHALMOLOGY
IN CONJUNCTION WITH
THE 43RD ANNUAL MEETING OF THE ROYAL COLLEGE OF
OPHTHALMOLOGISTS OF THAILAND

**THE SCIENCES AND ARTS OF OPHTHALMOLOGY**
6-9 MARCH 2019, BANGKOK, THAILAND

# Guidelines for 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 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 details, 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:

| Date | Time |
|------|------|
| **March 5, 2019** | 16:00 – 18:00 |
| **March 6 – 8, 2019** | 07:30 – 18:00 |
| **March 9, 2019** | 07:30 – 11:30 |

**Financial 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.

**Poster Exhibition Venue:**
Exhibition Hall (Zone C2), Queen Sirikit National Convention Center

**Poster Mounting/Dismounting:**
    Mounting:        March 6, 2019 (Wed): 08:30 – 09:00
    Dismounting:    March 9, 2019 (Sat): 12:30 – 14:00

A complete list of accepted posters is available at http://2019.apaophth.org/schedule/.

**Poster Viewing Times:**
    March 6, 2019 (Wed): 09:00 – 18:00
    March 7, 2019 (Thu): 09:00 – 18:00

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March 8, 2019 (Fri): 09:00 – 18:00
March 9, 2019 (Sat): 09:00 – 12:30

## Poster Sessions:

Make sure you are in the vicinity of your poster during the morning and 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 (if any, maximum length: 3 minutes) to accompany their poster presentations. The recording should be uploaded to the APAO **Congress system** at http://congress.apaophth.org **by** 11:59pm (GMT + 8) on **February 22, 2019**.

- A QR code, which will be printed on each poster, can be downloaded from the **Congress system** with an accompanying recording. When the QR code is scanned, viewers will be directed to a link where they can hear the recording prepared by the poster presenter.



Download QR code

**Poster Panel Size**
103cm (W) x 248cm (H)

**Poster Area**
100cm (W) x 160cm (H)

- The first author of each 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.

**Poster Guidelines:**

**Poster Size:**
The poster should be designed to be mounted on a poster board. It should be in portrait orientation.

- Poster Dimensions:
  **160 cm (height) x 100 cm (width)**
- Content Dimensions:
  **140 cm (height) x 100 cm (width)**

**Poster Number:**
A Poster number (20 cm x 20 cm) will be printed on the top left-hand corner of the board by the Congress Secretariat. If you have uploaded a recording by the above deadline, a QR code will also be printed alongside the poster number. Please make sure you mount your poster on the board with the number assigned to you.
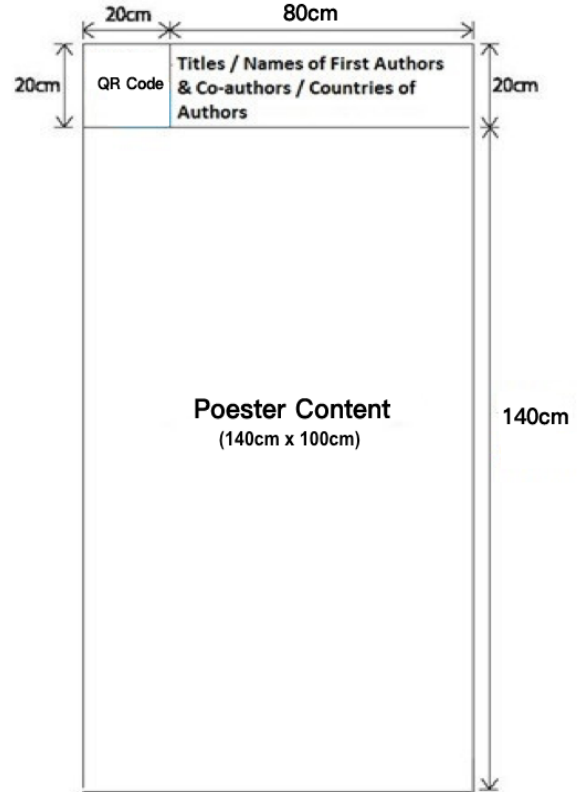
**Title / Names of First Author and Co-author(s) / Countries of Authors**
Please prepare a 20 cm x 80 cm sheet that includes the poster title, names of the first author and co-author(s), and the countries of the authors. The sheet should be mounted next to the poster number.

**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 crowded with text.

**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

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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 the 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.