



## Guidelines for Oral Presentations - Submitted Program

### 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 submitted instruction course/free paper 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>
<b>March 5, 2019</b>	16:00 – 18:00
<b>March 6 – 8, 2019</b>	07:30 – 18:00
<b>March 9, 2019</b>	07:30 – 11:30

### Preparing Your Presentation

**Conflict of Interest:** All speakers must state and declare any Conflict of Interest (including Financial Disclosure) with regard to each of their presentations. If there is no Conflict of Interest, speakers simply state 'Conflict of Interest: NONE' on the SECOND SLIDE. If there is a conflict, please state 'Conflict of Interest: Yes' and followed by the details,

**Video:** 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 test the video and make sure it plays properly before your live presentation.



**IMPORTANT NOTE:** 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.

**DVDs/CDs:** Videos on DVDs/CDs will fail to work during a PowerPoint presentation session. Only PowerPoints with video(s) inserted will work well.

**Font:** When choosing fonts for your presentation, please make sure they are supported by Microsoft Office 2010. If a non-standard font is used, it should be embedded in your PowerPoint presentation. The following link shows how to embed fonts for a consistent text appearance across systems in PowerPoint: <http://support.microsoft.com/kb/291924>. Text, tables and graphics should be of a sufficient size to be clearly visible at a distance. Large amounts of information should be split across slides.

**Images:** Presenters may use images in their presentations, where appropriate. It is the presenters' responsibility to ensure they have the copyright permission to use the images in their presentations. They are recommended to compress the images to 96 dpi in the presentation file; this will significantly reduce the overall size of the presentation file without compromising the image quality. Such image compression feature is available on the Picture Tool bar in PowerPoint. Make use of graphs and diagrams to get your message across and keep these graphics simple.

**Design:** Make sure that your text contrasts sufficiently with the background colors to be legible. For example, use white or yellow text on a dark background or vice versa. Judicious use of colors and illustrations can enhance your message or clarify an idea, but do not go overboard with too many colors or fancy fonts. Also avoid too many special effects as they should impact the presentation but not detract from it.

**Content:** The Congress attendees – from medical students to experienced specialists - will have a variety of experiences, interests and levels of knowledge, please make sure you give enough background of your abstract and explain clearly on the topic presented.

**Language:** All presentations are to be made in English. If English is not your first language, please write down your points in advance and practice well. Speak slowly, use short sentences and avoid phrases that are difficult to pronounce.

**Presentation Schedule:** Please check your presentation schedule online at <http://2019.apaophth.org/schedule/>. You can also log in to your registration account to check your involvement summary and look for any updates before you prepare your



PowerPoint.

**Presentation Duration:** Each session will last for 90 minutes. The duration of each presentation will depend on the number of speakers in a particular session. Please consult the session chairs about the session format if you have not yet received any information.

**At the Meeting**

**Speaker Ready Room**

- At the back of Plaza, Queen Sirikit National Convention Center

Powerpoint files of the presentations must be uploaded at least 24 hours prior to the start of your session. The computers in the Speaker Ready Room will have the same configuration as those in the session rooms. It is imperative that you review your presentation in the Speaker Ready Room where our technicians will help resolve any compatibility and/or formatting issues.

The PowerPoint and video files you have uploaded onto the computer in the Speaker Ready Room will be automatically transmitted to the laptop computer at the podium before your session begins.

The Speaker Ready Room will be open during the following times:

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

**Audio Visual**

- ✧ The rooms in QNCC will have screens of 4:3 ratio.
- ✧ The session room will be set up with theatre style seating.
- ✧ Standard equipment will include:
  - Lectern
  - Microphone
  - Data projection equipment including computer (PC) equipped with Microsoft Office PowerPoint, remote mouse (with laser pointer), computer audio and a projection screen
  - Dual screens or side screens will be available in some session rooms.



### **Giving Your Presentation**

Please arrive at the session room at least 5 minutes before the session starts. All the sessions will start and end on time, and this will be strictly enforced by the Session Chairs. Most of the session rooms will have only 1 podium. Please be seated in the front row so that you can go up to the podium immediately after the previous speaker have finished his/her presentation. If there are 2 podiums, you must stand at the vacant podium while the previous speaker is still presenting.

You can control your PowerPoint on the laptop computer at the podium with a remote presenter. Speak directly into the microphone. You can wave at the technician in the room should you need any assistance. Once you start to present, a timer will be running on the top right-hand corner of the computer screen. **Please do NOT** overrun, as every minute that you go over your maximum presentation time is a minute less for presenters later on the agenda. Therefore, all presenters need to be respectful towards their fellow session presenters.

### **Important Note to Mac Users**

- ✧ Please note that PowerPoint on Windows cannot play .mov videos. Any video clips within your presentation are to be in either AVI or WMV format playable in PowerPoint.
- ✧ If your presentation was created on a Mac and converted to run on a PC, you must convert .mov videos to .wmv Windows Media Videos with Quicktime 7 Pro or convert them to .mpg format. Please test the video(s) before you come to the Congress.
- ✧ If you have difficulty converting your .mov videos or if you have a considerable number of .mov videos to convert, please make sure you go to the Speaker Ready Room at least 24 hours before your scheduled presentation(s) and ask a technician in the Speaker Ready Room to help you convert the files.
- ✧ You will only be allowed to present with your own MacBook at the discretion of the Organizing Committee. In case you have to present with your own MacBook, please bring your own VGA projector adaptor. Otherwise, your MacBook cannot be connected to the projector and we will not be able to show your presentation.