



Faculty Handbook

Introduction

The Congress Committee thanks you for agreeing to present at the upcoming 31st APAO Congress at Taipei International Convention Center and Taipei World Trade Center in Chinese Taipei. This document has been prepared to assist you with planning a successful presentation for APAO 2016.

Registration

All invited speakers enjoy waived registration and will receive a faculty ribbon. If you have provided us with an accurate postal address by Feb 15, 2016, your badge will be posted to you by Feb 22, 2016 and you should receive it in 1 week to 1 month depending on the postal service in your country. Otherwise, please collect your badge and other materials at the registration desk on arrival at the Congress. Friendly staff will be on hand during the opening hours advised above to answer your questions and provide useful information.

The APAO 2016 Congress registration desk is located at 1/F, Taipei International Convention Center, and will operate during the times listed below:

<u>Date</u>	<u>Time</u>
Mar 23, 2016	15:00 – 18:00
Mar 24 – 26, 2016	08:00 – 18:00
Mar 27, 2016	08:00 – 12:30

Preparing Your Presentation

Affiliation and Financial Disclosure: Financial disclosure must be made by every speaker for every presentation irrespective of whether the financial interests are relevant to that particular presentation. The second slide of every presentation must be on disclosure. If there is no financial interest, please put 'Financial Disclosure: Nil' on the slide.

Video: The Congress audio visual will use Microsoft Office PowerPoint. Any video clips within your presentation are to be in **MP4** encoded to H.264 or **WMV** format playable in PowerPoint. Please do **NOT** use **.mov** (QuickTime) or **.3pg** files, which are NOT supported in PowerPoint for Windows.

Please check that the video has been tested before the presentation to ensure it loads quickly enough during the presentation.



IMPORTANT NOTE: Please embed your video into your PowerPoint by choosing to INSERT your video into the PowerPoint. Please do NOT use 'link to file' as the link will fail to work when your PowerPoint is played on a different computer than yours.

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

Font: We only support standard fonts that are installed in Office 2010. If you need a special font, it should be embedded in your PowerPoint presentation. The following link shows you how to embed fonts for a consistent text appearance across systems in PowerPoint: <http://support.microsoft.com/kb/291924>. Use font styles and sizes that are easy to read, with larger sizes for titles and headings. Additionally, don't crowd too much text onto the slides.

Images: Presenters may use images in their presentations, where relevant. It is the presenters' responsibility to ensure they have the copyright to use the images in their presentations. As presentations will be screening from a computer via a projector, presentations with large file sizes or photographs should have the photos compressed to 96 dpi for screen/web. This will decrease the file size without affecting the image quality. This feature is available within PowerPoint in the picture tool bar. Use graphs rather than just figures and words to make data easier to comprehend. Ensure that graphs and other illustrations are simple with limited text.

Design: Background colors should either be dark with light font color or vice versa. For best visibility, font color should be white or yellow on a dark background. Use illustrations only if they enhance your presentation or clarify an idea. Remember that the slides are meant to enhance your presentation, not distract from it. Do not complicate your visual presentation with too many special effects.

Content: To ensure your presentation caters to a wide-ranging audience, please carefully explain the background of your abstract and provide clarity on the topic you are presenting on. Thus, all Congress attendees – from medical students to experienced specialists – can engage with the information.

Language: All presentations are to be made in English. If English is not your first language, please take the time to write your presentation and have the grammar proofed by someone. Speak slowly, use short sentences and small words and avoid phrases that are difficult to



pronounce.

Presentation Schedule: Please check your presentation schedule online at http://2016.apaophth.org/congress/register/PDS_program_schedule.php. 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 is 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:

There are 2 speaker-ready rooms:

1. Room 203, 2/F, Taipei International Convention Center (TICC);
2. Conference Room 4, 2/F, Taipei World Trade Center (TWTC).

If you see (TWTC) in your presentation venue, you will be making a presentation at Taipei World Trade Center. Otherwise, the venue is located at Taipei International Convention Center. If you are going to make a presentation at TWTC, please use the speaker-ready room at TWTC. If you are going to make a presentation at TICC, please use the speaker-ready room at TICC. Please note that the 2 speaker-ready rooms are **NOT** inter-connected and please be sure to use the correct speaker-ready room.

Speakers must check in and upload their PowerPoint at the respective Speaker Ready Room 24 hours before their scheduled presentation. The computers in the Speaker Ready Room will have the exact 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.

Office Hours:

Date	Time
March 23, 2016	15:00–20:00



March 24 – 26, 2016	07:30–18:30
March 27, 2016	07:30–12:00

Audio Visual

- ✧ All rooms in Taipei International Convention Center (TICC) and Conference Rooms 2, 3, and 5 at Taipei World Trade Center (TWTC) will have screens of 4:3 ratio.
- ✧ The screen in Room 1, Taipei World Trade Center (TWTC) will have a screen of 16:10.
- ✧ 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 speaker before you has finished his/her presentation. In the event that there are 2 podiums, you must stand at the vacant podium while the speaker before you 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 it 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.