

The 31st Asia-Pacific Academy of Ophthalmology Congress (Taipei, Chinese Taipei, March 24 – 27, 2016)

E-Poster Presentation Guidelines

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 poster for APAO 2016.

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://2016.apaophth.org/registration/>.

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

If you have settled your registration fee by Feb 15, 2016 and provided us with an accurate postal address, 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.

E-Poster Stations:

Foyer, Rm 101CD, Taipei International Convention Center

✧ E-Poster Guidelines:

- * All posters should be a visual presentation of your submitted abstract.
- * Please prepare a poster in a **single-slide PowerPoint** file as per the sample e-poster attached to the cover email.
- * To change the slide size
- * **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 and dark fonts on light-colored backgrounds 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 **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 FTP server at <ftp://ftp.apaophth.org> with the log-in details given in the cover email **by March 15, 2016**.

✧ **E-Poster Presentation:**

- * All presenters should prepare an audio recording (max length: 3 minutes) to accompany their poster presentation. The recording should be uploaded to the APAO FTP server at <ftp://ftp.apaophth.org> **by Mar 15, 2016** with the log-in details given in the cover email.
- * A QR code will be generated for each of the posters that has an accompanying recording and will be printed along the poster. Viewers will be directed to a link where they can hear the recording prepared by the poster presenter when the QR code is scanned.
- * The poster receiving the highest number of image scans will be selected as the Best Poster. Selection results will be announced in the April issue of *Ocular Surgery News – APAO Edition*.
- * Presenters will automatically be eliminated from the selection if no recording or image is provided.
- * The first authors of each e-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.
- * **We can also display your e-poster in the congress app provided that you convert your e-poster slide to a PDF file. Please upload the PDF file to the server along with the e-poster slide and the recording.**

✧ **Submission Deadline:**

- * All files must be submitted by March 15, 2016, 11:59 pm (GMT + 8). It is not mandatory to prepare a recording. Authors can submit just the e-poster slide.
- * Failing to upload the e-poster slide by the deadline will be considered as last-minute withdrawal. The credited achievement award point will be deducted from the first author’s and the co-authors’ registration accounts. An additional point will be deducted from the first author’s account.