



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

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 19, 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.

Poster Exhibition Venue:

Exhibition Hall, 1/F, Taipei World Trade Center

Poster Mounting/Dismounting:

- **Session 1: No. 1 – 160**
Mounting: March 24, 2016 (Thur): 08:30 – 09:00
Dismounting: March 25, 2016 (Fri): 17:30 – 18:00
- **Session 2: No. 161 – 333**
Mounting: March 26, 2016 (Sat): 08:30 – 09:00
Dismounting: March 27, 2016 (Sun): 12:30 – 14:00

A complete list of accepted posters is available at http://2016.apaophth.org/congress/register/PDS_program_schedule.php?mode=poster_session.



Poster Viewing Time:

- Session 1: No. 1 – 160**
 March 24, 2016 (Thur): 09:00 – 17:00
 March 25, 2016 (Fri): 08:30 – 17:00
- Session 2: No. 161 – 333**
 March 26, 2016 (Sat): 09:00 – 17:00
 March 27, 2016 (Sun): 08:30 – 12:30

Poster Sessions:

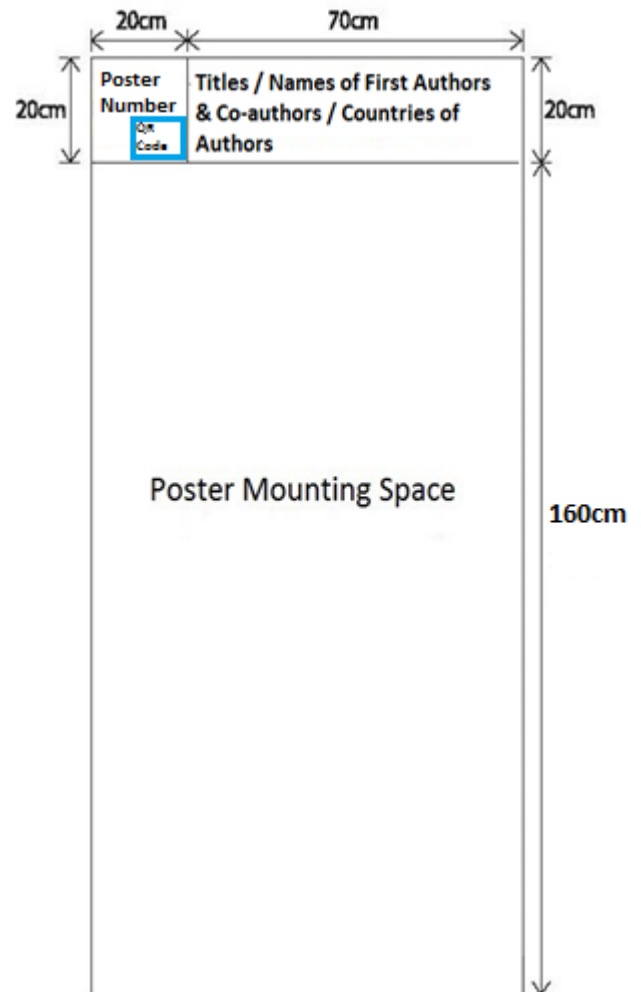
Please be sure to be around your poster during the morning and the afternoon tea breaks on the days your poster is displayed.

- Morning coffee break: 10:30 – 11:00
- Afternoon tea break: 16:00 – 16:30

Refreshments will be served in the exhibition hall during the morning and the afternoon tea breaks. Please note that there will be no afternoon tea break on Mar 24 and Mar 27.

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 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.





Poster Guidelines:

- Poster Size:** The poster should be designed to be mounted on a poster board. It should be in portrait orientation. Dimensions:
160 cm (height) x 90 cm (width)
- Poster Number:** Poster number (20 cm x 20 cm) will be placed in the top left-hand corner of the board by the Congress Secretariat. If you have uploaded a recording by the specified deadline, a QR code will be printed alongside the poster number. Please make sure you mount your poster at 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 70 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 too crowded and that there is enough blank space.
- 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 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 of Images:** Please ensure that you have 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.