Guidelines for E-Poster Presentations

Introduction

The Congress Committee would like to thank you for agreeing to present at the upcoming 39th APAO Congress at Bali Nusa Dua Convention Center (BNDCC), Bali. This document is to assist you with planning an effective presentation for the APAO 2024.

Registration

All E-poster presenters must register and pay the applicable registration fee to stay in the program. There is no concessionary registration fee for presenters. Presenters who fail to pay registration fees will face the risk of 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 https://2024.apaophth.org/registration/.

The APAO 2024 Congress registration desk is located on the ground floor of Nusa Dua Hall, BNDCC1 with the following opening hours:

Date	Time
February 21, 2024	14:00 – 19:00
February 22 – 24, 2024	07:30 – 18:00
February 25, 2024	07:30 – 12:00

E-Poster Stations
- Nusa Dua Hall, Ground floor, BNDCC1
- Singaraja Hall Lobby, Ground floor, BNDCC1

✧ **E-Poster Guidelines**
* All posters should be a visual presentation of your submitted abstract.
* Please prepare a poster in a **single-slide PDF** file as per the sample e-poster available for download at http://2024.apaophth.org/guidelines-for-presenters/.
* 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 vice versa so that viewers can see
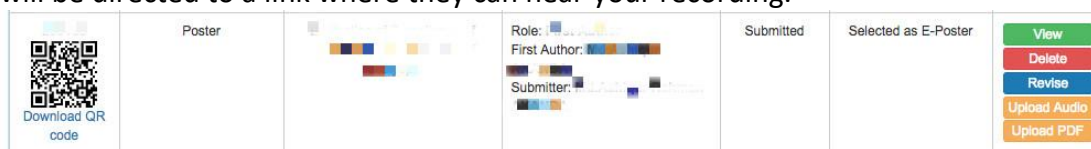
the text clearly.

* Tables should be simple and easy to follow. The 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. Please help your readers by providing clear labels or headings for each section of your presentation.

* Please include a maximum of eight pertinent references.

* Please ensure you have permission to use any images you include in the e-poster. This includes licenses for copyrighted materials and consent forms from patients recognizable in photographs or images.

* Financial interests, if any, must be disclosed and included in the poster. Presentations at the Congress must not be used to promote a commercial product.

* Please upload your e-poster slide to the APAO Congress system at http://congress.apaophth.org/ using your Congress login/APAO ID login details **by February 5, 2024**.

✧ **E-Poster Presentations**

* Each presenter may prepare an audio recording (if any, max length: 3 minutes) to accompany the poster presentation. The recording should be uploaded to the APAO Congress system at http://congress.apaophth.org/ **by** 23:59 (GMT + 8) on **February 5, 2024** using Congress login/APAO ID login details.

* A QR code, which will be displayed on each poster, can be downloaded from the **Congress system**. Please insert your recording into your e-poster file. When viewers scan the code, they will be directed to a link where they can hear your recording.

* The presenter will receive a 'program participant' ribbon to be attached to the delegate badge, acknowledging his/her participation in the submitted program.

* Your e-poster can also be displayed in the Congress app if it is converted to a PDF file and uploaded to the system along with the recording (if any).

- ✧ **Submission Deadline**
  - ∗ All files must be submitted by 23:59 (GMT + 8) on **February 5, 2024**. Authors may opt to submit the e-poster slides without a recording.
    - ∗ Failure to upload e-poster slides by the deadline will be considered last-minute withdrawal. Last-minute withdrawal will lead to the deduction of the credited achievement award point from the registration accounts of ALL authors. An additional point will also be deducted from the first author's account.