



Guidelines for 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 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:

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

Financial interests

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

Poster Exhibition Venue

- PO-001—PO-080: Ground Floor, Nus Dua Hall, BNDCC1
- PO-081—PO-200: Ground Floor, Jimbaran Hall Lobby, BNDCC1
- PO-491—PO-710: Mezzanine Floor, Kintamani Hall Lobby, BNDCC1
- PO-201—PO-490: 1st Floor, Singaraja Hall Lobby, BNDCC1

Check your poster number on the complete list of accepted posters at this link: [Program Schedule](#).



Poster Mounting/Dismounting

- Mounting: February 22, 2024 (Thu): 08:30 – 09:00
- Dismounting: February 25, 2024 (Sun): 11:30 – 12:00

Poster Viewing Times

- February 22 - 24, 2024: 09:00 -18:00
- February 25, 2024: 09:00- 12:00


Poster Sessions

Make sure you are in the vicinity of your poster during the morning and afternoon tea breaks when your poster is displayed.

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

Poster Presentations

- Each presenter can prepare an audio recording (if any, maximum length: 3 minutes) to accompany the poster presentation. The recording should be uploaded to the APAO [Congress System](#) by 23:59 (GMT + 8) on **February 5, 2024**.
- A QR code, which will be printed on each poster, can be downloaded from the **Congress system** with an accompanying recording (if any). When viewers scan the code, they will be directed to a link where they can hear your recording.

<p>200019</p>  <p>Download QR code</p>	<p>Poster</p>	<p>test</p>	<p>Role: First Author First Author: Daisy DENG Submitter: Daisy DENG</p>	<p>Submitted</p>	<p>Selected as Poster</p>	<p>View Delete Revise Upload Audio</p>
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- The poster presenter will receive a ‘program participant’ ribbon to be attached to the delegate badge, acknowledging his/her participation in the submitted program.

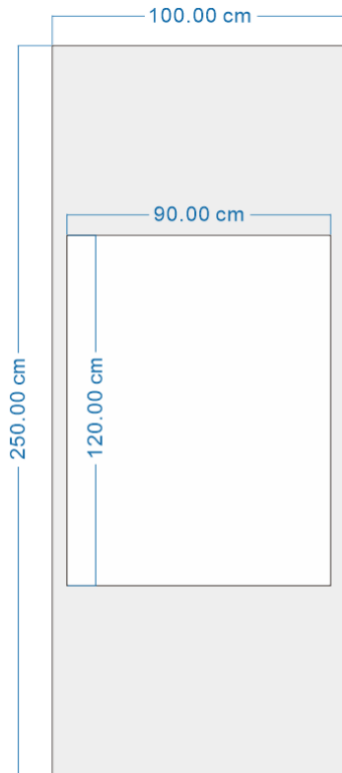


Poster Guidelines

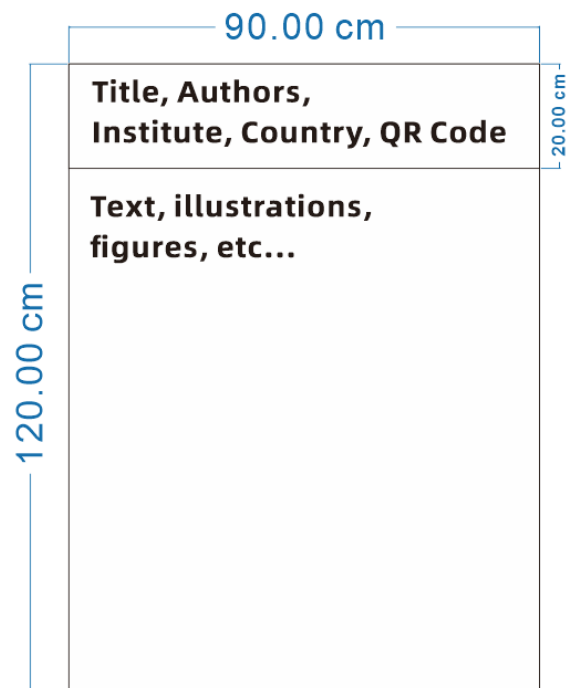
Poster Dimensions:

The dimensions of the poster panel are 100cm wide x 250cm high. You are recommended to print a poster with a width of 90cm and a height of 120cm.

Poster Panel Dimensions



Poster Dimensions



Poster Mounting:

Authors are responsible for mounting their own materials within a set time and removing them at the end end of the last day (i.e. by noon Feb 25). Posters left up past that time will be discarded.

Poster Layout:

Contents should be clearly structured under the headings of Purpose, Methods, Results, and Conclusions. Heading fonts should be larger than the body text. Make sure the poster is not crowded with text.



Poster Design:

Posters can be designed using computer programs such as PowerPoint, CorelDRAW 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 a reader-friendly way.

Text & Font Size:

The text should be concise to ensure good visibility at approximately 3 feet. Please include all the most important ideas, but not necessarily all the fine details. The body text must have a font size no smaller than 20 points and 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 for Images:

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

Interests:

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