Speaker Presentation Guidelines

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

- **Complimentary Registration for All Invited Speakers**. Please follow the [Complimentary Registration](#) instructions to complete the registration procedure in the Congress System if you have not already done so. Kindly note that completing the registration is critical to your participation in the coming congress. You can only acquire your credentials to attend the APAO 2024 by successfully registering in the Congress System.

- **All Submitted Speakers** of Instruction Course/Free Paper presentations must register and pay the applicable registration fee to stay in the program. There is no concessionary registration fee for Submitted Speakers. Failure to pay the registration fee may lead to removal from the Scientific Program at the discretion of the Scientific Program Committee. For more information on registration, please check at https://2024.apaophth.org/registration/.

  Speakers will not be able to access the online or on-site speaker ready rooms until they have completed the registration process.

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

Speaker Profile

Please upload your profile photo (300 x 300 pix with 150 dpi) and biography to the [Congress System](#). When you log in to the Congress System, you will find "Personal Particulars" under "Registration" from the left-hand-side menu. Your uploaded photo and biography will be shown during the APAO 2024 Congress and on the Congress Mobile App. Invited speakers' profiles will also be published on the [Congress website](#).

A concise biography is recommended so that your Chairs can introduce you properly during the session.

Prepare Your Presentation

Conflict of Interest: All Speakers must state and declare, on the SECOND SLIDE of their presentation PowerPoint, any Conflict of Interest (including Financial Disclosure) regarding each presentation. If there is no Conflict of Interest, Speakers simply state 'Conflict of Interest: NONE' on the slide. If there is a conflict, please state 'Conflict of Interest: Yes' followed by details.

Video: Any video clips in your presentation files should be in **MP4** encoded to **H.264** or **WMV** format that can be played in PowerPoint. Do **NOT** use **.mov** (QuickTime) or **.3pg** files, which are **NOT** supported by PowerPoint for Windows.

Please test the video and make sure it plays properly before your live presentation.

IMPORTANT NOTE: Please <u>INSERT</u> your video into the PowerPoint presentation. Do NOT use 'link to file' as the link will become invalid when your PowerPoint file is played on a different computer. Please trim your video clips to include only the exact segments you intend to present during your talk. Fast-forwarding through embedded video clips is not supported under the Presenter View in PowerPoint.

DVDs/CDs: Videos on DVDs/CDs will not work during PowerPoint presentation sessions. Only PowerPoints with video(s) inserted will work well.

Font: When choosing fonts for your presentation, please make sure that they are supported by Microsoft Office 2010. If a non-standard font is used, it should be **<u>embedded</u>** in your PowerPoint presentation. The following link shows how to embed fonts for a consistent text

appearance across systems in PowerPoint: http://support.microsoft.com/kb/291924. Text, tables, and graphics should be of sufficient size to be clearly visible at a distance. Large amounts of information should be split across slides.

Images: Speakers may use images in their presentations where appropriate. It is the Speakers' responsibility to ensure they have copyright permission to use the images in their presentations. Please make use of charts, graphs, and diagrams to get your messages across, but keep these graphics simple. It is important to remember that your virtual presentation is to be transmitted through the Internet. Visuals will generally be compressed. Therefore, using high-resolution images in your slides is highly recommended to guarantee good image quality.

Design: Please make sure that your text is legible and contrasts sufficiently with the background. For example, use white or yellow text on a dark background or vice versa. Judicious use of colors and illustrations can enhance your messages or clarify your ideas, but do not go overboard with too many colors or fonts. Excessive special effects or animations will only distract the viewers' attention from your main points.

Content: The congress attendees – from medical students to experienced specialists – have a variety of experiences, interests, and levels of knowledge. Please make sure that you provide enough background information on your presentation topic.

Language: All presentations are written in English. If English is not your first language, you may rehearse your whole speech a few times before starting the recording. Speak slowly, use short sentences, and avoid phrases that are hard to pronounce.

Scientific Program Schedule: Each session will last for 90 minutes. The duration of each presentation will depend on the number of speakers in a particular session. For the session Schedule, please check https://2024.apaophth.org/program-schedule/. Kindly note that the Schedule may be subject to changes as required. Please make sure to check if there is any update.

Online Speaker Ready Room
The Online Speaker Ready Room opens from **January 15 to February 5, 2024**. You are encouraged

to upload your PPT onto the system before the congress to avoid a long waiting time in the On-site Speaker Ready Room.

Upon completion of your registration process, you will find, in your congress account, the Online Speaker Ready Room activated on the left-side menu bar under the tab 'Speaker' and then 'Consent & Presentation'.

At the Meeting

Speaker Ready Room

- Uluwatu 5, Ground Floor, BNDCC 1

PowerPoint files of the presentations must be uploaded at least 24 hours prior to the start of your session. The computers in the Speaker Ready Room will have the 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 formatting issues.

The PowerPoint and video files you uploaded onto the Speaker Ready Room computer will be automatically transmitted to the laptop computer at the podium before your session begins.

The Speaker Ready Room will be open during the following times:

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

Audio and Visual Equipment

✧ The rooms in BNDCC will provide screens with a 16:9 ratio.

✧ The session room will be set up with theatre-style seating.

✧ Standard equipment will include:

- Lectern

- Microphone

- Data projection equipment, including a personal laptop equipped with Microsoft Office, PowerPoint, mouse, computer audio, and a projection screen

•Dual screens or side screens in some session rooms.

Delivering Presentation

Please arrive at the session room at least 5 minutes before the session starts. All 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 previous speaker has finished his/her presentation. If there are 2 podiums, you must stand at the vacant podium while the previous speaker is still presenting.

You can control your PowerPoint under **Presenter View** mode on the laptop computer at the podium with the mouse. 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 run on the computer screen's top right-hand corner. To ensure mutual respect among presenters, **please DO NOT overrun**, as every overtime minute will be deducted from the subsequent presenters on the agenda.

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 the video(s) before you come to the Congress.

✧ If you have difficulties in 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 need to present with your own MacBook, please bring your own VGA projector adaptor. Otherwise, your MacBook cannot be connected to the projector, and we cannot show your presentation.