



**APVRS 2024 Singapore – Poster Presenter Guidelines**

The Congress Committee thanks you for agreeing to present at the upcoming 17<sup>th</sup> APVRS Congress. This document has been prepared to assist you with planning a successful presentation for APVRS 2024 Singapore.

1. Registration .....	2
Poster Exhibition Venue .....	2
Poster Mounting/Dismounting .....	2
2. Poster Presentation .....	3
3. Poster Guidelines.....	3



# 17<sup>th</sup> Congress of the Asia-Pacific Vitreo-Retina Society

22 - 24 November 2024  
Suntec Singapore Convention and Exhibition Centre

TRANSFORMING RETINAL DISEASE MANAGEMENT WITH TECHNOLOGY



## 1. 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://congress.apvrs.org/>.

The first author of each poster, who is the presenter, will be given a ‘program participant’ ribbon that he/she can attach to the delegate badge to recognize his/her participation in the submitted program.

The APVRS 2024 Congress registration desk is located at Hall 403 Foyer, 4/F and will operate during the following hours:

Date	Time
November 21, 2023 (Thu)	15:00 – 18:00
November 22, 2023 (Fri)	07:30 – 18:30
November 23, 2023 (Sat)	07:30 – 18:30
November 24, 2023 (Sun)	07:30 – 14:15

On arrival at the Congress, collect your badge and other materials at the registration (**Hall 403 Foyer**). During the opening hours noted above, staff will be available to answer your questions and provide information about the Congress, venue, and surrounds.

### Poster Exhibition Venue

Hall 403 - 405

### Poster Mounting/Dismounting

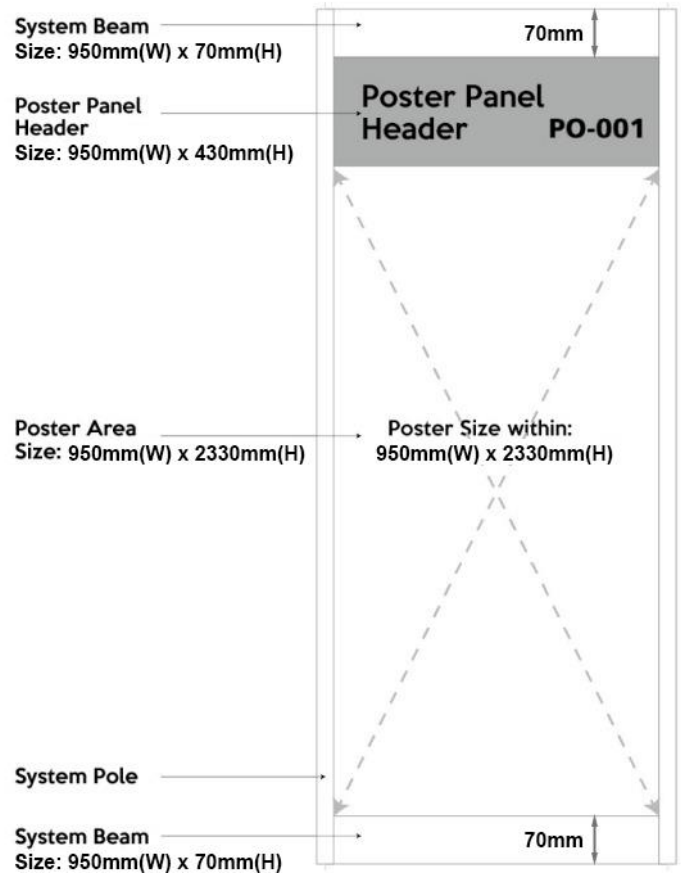
- Mounting:                    November 21, 2024 (Thu): 15:30 – 18:00  
   November 22, 2024 (Fri): 07:30 – 18:00
- Dismounting:                November 24, 2024 (Sun): 15:30 – 16:00




## 2. Poster Presentation

- All presenters can prepare an audio recording (if any, maximum length: 3 minutes) to accompany their poster presentations. The recording should be uploaded to the APVRS Congress system at <http://congress.apvrs.org> by 11:59pm (GMT+8) on **November 10, 2024 (Sunday)**.
- A QR code, which will be printed (by authors) on each poster, can be downloaded from the Congress system with an accompanying recording. When the QR code is scanned, viewers will be directed to a link where they can hear the recording prepared by the poster presenter.

### QR Code Sample



Ref Id	First Preference	Title	Role	Status	Result	Action
 Download QR code	Poster	Title	Role: First Author First Author: ..... Submitter: .....	Submitted	Selected as Poster	<input type="button" value="View"/> <input type="button" value="Delete"/> <input type="button" value="Revise"/> <input type="button" value="Upload Audio"/>

## 3. Poster Guidelines

- Poster Size:** The poster should be designed to be mounted on a poster board. It should be in portrait orientation.
  - Dimensions: **within 95cm (W)\*233cm (H)**
- Poster Number:** The poster number will be placed in the top corner of the board by the Congress Secretariat. **Please make sure you mount your poster on the board with the number assigned to you.**
- Poster Mounting:** Please use the pushpins/tape 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.



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- **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 points. 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.
- **Financial Interest:** Financial interest(s), if any, must be disclosed and included in the poster. Presentations made at the Congress must not be used to promote a commercial product.