



APVRS 2024 Singapore – E-Poster Presenter Guidelines

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

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17th 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 e-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 e-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, 2024 (Thu)	15:00 – 18:00
November 22, 2024 (Fri)	07:30 – 18:30
November 23, 2024 (Sat)	07:30 – 18:30
November 24, 2024 (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.

Onsite E-Poster Stations

Hall 403

**E-Posters will be also displayed on our congress website, <https://2024.apvrs.org/abstract/>.*

2. Preparing Your E-Poster

All posters should be a visual presentation of your submitted abstract.

- **Format:** Please convert a poster into a **JPG** file from the sample e-poster pptx file.
- **Financial Disclosures:** 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.
- **Design:** **It is mandatory to insert our congress banner on top of the e-poster.** Font size is specified in the sample e-poster. Choose Arial or another font that can be read clearly at a distance. Put light-colored fonts on dark backgrounds and dark fonts on light-colored backgrounds so that viewers can see the text clearly. Remember, overcrowding a poster slide makes it difficult to read. Help your readers by providing clear labels or headings for each section of your presentation.
- **References:** Please include **eight pertinent references at most.**
- **Tables** should be simple and easy to follow. Minimum font size for data in tables is 10 point. All graphs and tables must be embedded in your file. The **legend** of a figure should appear below



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the figure.

- **Do not** insert or embed any videos in your presentation.
- Please ensure that you have **permission to use any images** you include in the e-poster. This includes a license for copyrighted materials and consent forms from patients who are recognizable in photographs or images.

E-Poster Audio Presentation

The presenters can prepare an audio recording (maximum length: 3 minutes) to accompany their poster presentation. The recording should be uploaded to the APVRS Congress system at <http://congress.apvrs.org/> by **November 10, 2024 (Sunday, GMT+8)** using APVRS Congress login details.

A **QR code**, which will be displayed on each poster, can be downloaded from the Congress system. After you have uploaded the audio annotation to the congress system, you may download the QR code and insert it into your e-poster file. When the QR code is scanned, viewers will be directed to a link where they can hear the recording prepared by the poster presenter.

 Download QR code	E-Poster	Title	Role: First Author First Author: Submitter:	Submitted	Selected as E-Poster	<input type="button" value="View"/> <input type="button" value="Delete"/> <input type="button" value="Revise"/> <input type="button" value="Upload Audio"/> <input type="button" value="Upload JPG"/>
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3. Submitting Your Presentation(s)

Speakers must register and upload their e-posters (with audio recording(s), if any) to the Congress System **no later than November 10 (Sun), 23:59 (GMT+8)**. **Kindly note that all speakers must complete the registration process for abstract presentation submissions.**

Files uploaded after the deadline may NOT be able to be incorporated into the program. Before submitting, please make sure your e-poster can be viewed without any failure.

Resubmission requests after the said deadline may not be considered. When you are ready to submit, you may upload your e-poster by clicking “Upload JPG” under Abstracts > Abstract Submission.

 Download QR code	E-Poster	Title	Role: First Author First Author: Submitter: Y	Submitted	Selected as E-Poster	<input type="button" value="View"/> <input type="button" value="Delete"/> <input type="button" value="Revise"/> <input type="button" value="Upload Audio"/> <input type="button" value="Upload JPG"/>
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All presentations will be on demand for viewing until March 8, 2025. If you have any concerns, please contact secretariat@apvrs.org.