



APVRS 2024 Singapore
Invited Program Presentation Guidelines

Introduction

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

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1. Registration

All invited speakers will enjoy complimentary registration this year. Please remember to complete the registration procedure at <http://congress.apvrs.org/>. For complete guidelines for registration and profile update, please visit [here](#).

For invited speakers, please update your profile picture and biography in your personal particulars page at the Congress system. Your photo and biography uploaded will be shown on the congress website and mobile App.

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.

2. Preparing Your Presentation

Affiliation and Financial Disclosure: Financial disclosure must be made by every speaker for every presentation irrespective of whether the financial interests are relevant to that particular presentation. The second slide of every presentation must be on disclosure. If there is no financial interest, please put ‘Financial Disclosure: Nil’ on the slide.

Videos: The audio-visual system used at the Congress will be Microsoft Office PowerPoint. Any video clips within your presentation should be **MP4** encoded to H.264, **AVI** or **WMV** format playable in PowerPoint. Please do **NOT** use **.mov** (QuickTime) or **.3pg** files, which are NOT supported in PowerPoint for Windows. Pre-recordings must be embedded in PowerPoint. Please test the video beforehand to ensure that it loads quickly enough during the presentation.

IMPORTANT NOTE: Please embed your video in the PowerPoint presentation using the INSERT function. Please do NOT use ‘link to file,’ as the link will fail to work when your PowerPoint is played on a different computer from yours.

Design: Clarity is key. Use font styles and sizes that are easy to read, with larger sizes for titles and headings. Please avoid using similar colors for the text and background. Additionally, do not crowd too much text onto the slides. Simple and plain background is recommended for speakers.



Font: Only standard fonts that are installed in Microsoft Office 2010 will be supported. If you need a special font, it should be **embedded** in your PowerPoint presentation. [This website](#) shows you how to embed fonts for a consistent text appearance across systems in PowerPoint. Use font styles and sizes that are easy to read, with larger sizes for titles and headings. Additionally, do not crowd too much text onto the slides.

Images: Presenters may use images in their presentations, where relevant. It is the presenters' responsibility to ensure they have the right to use the images in their presentations. As presentations will be played from a computer via a projector, presentations with large file sizes or photographs should have the photos compressed to 96 dpi for screen/web. This will decrease the file size without affecting the image quality. This feature is available within PowerPoint in the picture toolbar. Use graphs rather than just figures and words to make data easier to comprehend. Ensure that graphs and other illustrations are simple with limited text.

Content: To ensure your presentation caters to a wide-ranging audience, please carefully explain the background of your abstract and provide clarity on the topic you are discussing. Thus, all Congress attendees – from medical students to experienced specialists – should be able to engage with the information.

Language: All presentations are to be made in **English**. If English is not your first language, please take the time to write your presentation and have the grammar proofread by someone. Speak slowly, use short sentences and small words, and avoid phrases that are difficult to pronounce.

Presentation Schedule: The presentation schedule shall be available on the congress website once available <https://2024.apvrs.org/program-schedule/>. You can also log in to your Congress account to check your involvement summary and look for any updates before you prepare your PowerPoint presentation.

Presentation Duration: Each session is 90 minutes. The duration of each presentation will depend on the number of speakers in a particular session. The APVRS Secretariat shall notify the session time and details in due course.



17th Congress of the Asia-Pacific Vitreo-Retina Society

22 - 24 November 2024
Sumtec Singapore Convention and Exhibition Centre

TRANSFORMING RETINAL DISEASE MANAGEMENT WITH TECHNOLOGY



3. Presentation Guidelines

Please read the information below carefully for the presentation guidelines.

Speakers can submit the presentation file(s) via:

- (1) **Online Speaker Ready Room** (September 1 – November 24, 2024), or
- (2) **Physical Speaker Ready Room** (November 22 -24, 2024)

Submission of Presentation											
Submission Portal	Details										
<p><i>Speakers are NOT allowed to use their own laptop/Macbook for presentations and must upload their slides to Speaker Ready Room in advance.</i></p>											
<p>1. Online Speaker Ready Room</p>	<ul style="list-style-type: none"> • The Online Speaker Ready Room will be open until the end of congress. Speakers could upload presentation files online throughout the whole congress period. • Speakers should upload the PowerPoint presentation slides to our virtual speaker-ready room through the congress system at least 1 hour before your session starts. • Speakers are <u>strongly encouraged to upload their presentation files to the Online Speaker Ready Room in advance</u> to save time and prevent last-minute congestion! 										
<p>2. Speaker Ready Room (Location: Exhibition Hall 403)</p>	<ul style="list-style-type: none"> • The computers in the Speaker Ready Room will have the exact 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/or formatting issues. • The PowerPoint presentation and video files you have uploaded to the computer in the Speaker Ready Room will be automatically transmitted to the laptop computer at the podium in the session room before your session begins. • Please visit the speaker ready room and upload your presentation at least 1 hour before your session starts. • Operating Hours: <table border="1"> <thead> <tr> <th>Date</th> <th>Time</th> </tr> </thead> <tbody> <tr> <td>November 21, 2024 (Thu)</td> <td>15:30 – 18:00</td> </tr> <tr> <td>November 22, 2024 (Fri)</td> <td>07:30 – 18:30</td> </tr> <tr> <td>November 23, 2024 (Sat)</td> <td>07:30 – 18:30</td> </tr> <tr> <td>November 24, 2024 (Sun)</td> <td>07:30 – 15:30</td> </tr> </tbody> </table>	Date	Time	November 21, 2024 (Thu)	15:30 – 18:00	November 22, 2024 (Fri)	07:30 – 18:30	November 23, 2024 (Sat)	07:30 – 18:30	November 24, 2024 (Sun)	07:30 – 15:30
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On the Day of Your Presentation

<p>Audio Visual</p>	<ul style="list-style-type: none"> • The session room will have screens with 16:9 ratio. • The session room will be set up with theatre/classroom-style seating. • Standard equipment will include: <ul style="list-style-type: none"> ○ Lectern ○ Microphone ○ Data projection equipment including computer (PC) equipped with Microsoft Office PowerPoint, remote presenter, computer audio, and a projection screen
<p>Giving Your Presentation</p>	<ul style="list-style-type: none"> • Please arrive at the session room at least 5 minutes before the session starts. All the sessions will start and end on time, and this will be strictly enforced by the session chairs. Most 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 speaker before you have finished his/her presentation. In the event that there are 2 podiums, you must stand at the vacant podium while the speaker before you are still presenting. • You can control your presentation on the laptop computer at the podium with a remote presenter. Speak directly into the microphone. You can wave at the technician in the room if you need any assistance.
<p>Presentation</p>	<ul style="list-style-type: none"> • Presenter mode will be used, allowing you to view your presenter notes on the PPT, if applicable. • Since presenter mode is enabled, you will NOT be able to manually advance embedded videos in the PPT. Please ensure that your videos are trimmed as needed. • A clicker will be provided to advance your PPT slides, which includes a laser pointer. Please note that the LED wall in Hall 406CX and Hall 406D will not be supported. <div data-bbox="582 1377 1069 2027" data-label="Image"> </div>



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<p>Screen Timer Countdown</p>	<ul style="list-style-type: none"> • There will be a screen timer countdown showing on session chairs' device, presenter laptop and projection screen. • The background colour of the screen timer varies according to the time left in each presentation: <ul style="list-style-type: none"> ○ Presentation starts: Green ○ 1 min left: Yellow ○ Presentation time ends: Red • Please do NOT overrun, as every minute that you go over your maximum presentation time is a minute less for presenters later on the agenda. Therefore, all presenters need to be respectful towards their fellow presenters.
<p>Important Notes for Mac Users</p>	<ul style="list-style-type: none"> • Keynote files are NOT supported. Please convert into PPT file before uploading. • 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 converted videos before you come to the Congress. • If you have difficulty 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 1 hour before your scheduled presentation(s) and ask a technician in the Speaker Ready Room to help you convert the files.