



## E-Poster Presenter Guidelines

### Introduction

This document has been prepared to assist you with planning a successful presentation for the inaugural Asia-Pacific Strabismus and Paediatric Ophthalmology Society (APSPoS) Congress held in conjunction with the inaugural Hong Kong Paediatric Ophthalmology Congress (APSPoS-HKPOC 2017), co-organized by the Department of Ophthalmology and Visual Sciences of the Chinese University of Hong Kong (CUHK) and Asia-Pacific Strabismus and Paediatric Ophthalmology Society (APSPoS), at Hong Kong Eye Hospital in Hong Kong on October 11-12, 2017.

### 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://2017.apspos.org/registration/>.

The APSPoS 2017 Congress registration desk is located at 3/F, Hong Kong Eye Hospital, and will operate during the times listed below:

<u>Date</u>	<u>Time</u>
<b>Oct 11, 2017</b>	08:00 – 17:00
<b>Oct 12, 2017</b>	08:00 – 13:00

Please collect your badge and other materials at the registration desk on arrival at the Congress. Friendly staff will be on hand during the opening hours advised above to answer your questions and provide useful information.

### E-Poster Stations:

4/F, Hong Kong Eye Hospital

### ✧ E-Poster Guidelines:

- \* All posters should be a visual presentation of your submitted abstract.
- \* Please convert a poster in a **single-slide PDF** file as per the sample e-poster.
- \* **Font size** is specified in the sample e-poster. Choose Arial or a 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.
- \* **Tables** should be simple and easy to follow. Minimum font size for data in tables is 10



points. All graphs and tables must be embedded in your file.

- \* The legend of a **figure** should appear below the figure.
- \* **Do not** insert or embed any videos in your presentation.
- \* 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.
- \* Please include eight pertinent **references** at most.
- \* 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.
- \* **Financial interest**, if any, must be disclosed and included in the poster. Presentations made at the Congress must not be used to promote a commercial product.
- \* Please log in to your registration account and click Abstract > Abstract Submission > Upload PDF to upload your e-poster **by October 6, 2017**.

✧ **E-Poster Presentation:**

- \* E-poster presenters are encouraged to stand by the e-poster stations during the breaks to interact with e-poster viewers and answer their questions.
- \* The first authors of each e-poster, who are the presenters, will be given a 'program participant' ribbon that they can attach to their delegate badge to recognize their participation in the submitted program.

✧ **Submission Deadline:**

- \* All files must be submitted by October 6, 2017, 11:59 pm (GMT +8). It is not mandatory to prepare a recording. Authors can submit only the e-poster slide.
- \* Failure to upload the e-poster by the deadline will be considered as last-minute withdrawal.