



## 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 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.

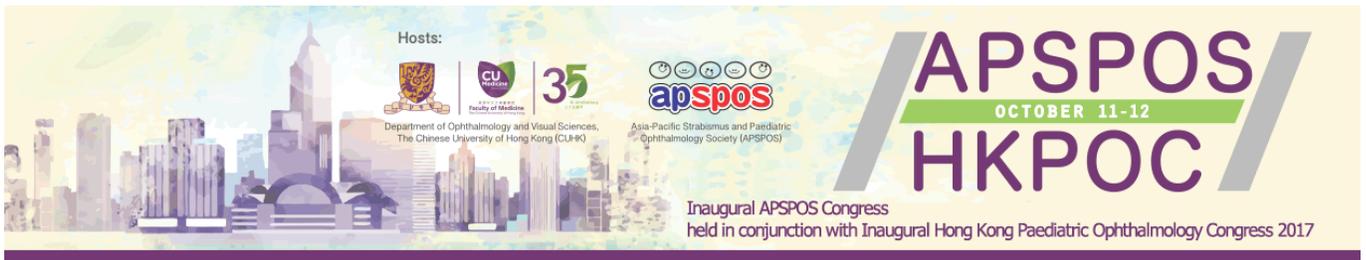
### Poster Stations

4/F, Hong Kong Eye Hospital

### Poster Mounting/Dismounting

- Mounting:                   October 11, 2017 (Wednesday): 08:00 – 09:30
- Dismounting:             October 12, 2017 (Thursday): 12:00 – 15:00

A complete list of accepted posters is available at <http://2017.apspos.org/program-schedule/>.



**Poster Presentation**

The first authors of each 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.

**Poster Guidelines**

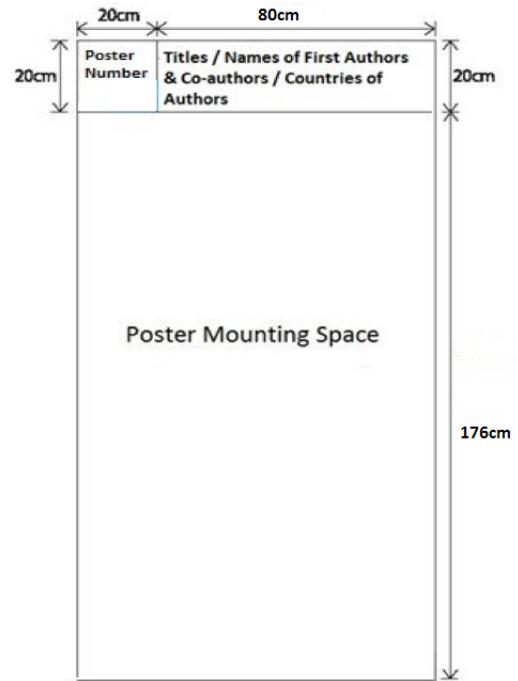
**Poster Size:** The poster should be designed to be mounted on a poster board. It should be in portrait orientation.

**Dimensions:** 198 cm (height) x 100 cm (width)

**Poster Number:** The poster number (20 cm x 20 cm) Will be placed in the top left-hand corner of the board by the Congress Secretariat.

**Title / Names of First Author and Co-author(s) / Countries of Authors**

Please prepare a 20 cm x 70 cm sheet that includes the poster title, names of the first author and co-author(s), and the countries of the authors. The sheet should be mounted next to the poster number.





**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.

**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.