



## Faculty Handbook

### Introduction

The Congress Committee thanks you for agreeing to present at the upcoming 2<sup>nd</sup> Asia Pacific Tele-Ophthalmology Society (APTOS) Symposium at Harbour Grand Kowloon, Hong Kong. This document has been prepared to assist you with planning a successful presentation for APTOS 2017.

### Registration

All invited speakers enjoy waived registration and will receive a faculty ribbon. Please collect your badge and other materials with your registration confirmation email at the registration desk on arrival at the Congress. Friendly staff will be on hand during the opening hours advised below to answer your questions and provide useful information.

The APTOS 2017 Congress registration desk is located at 1/F, Harbour Grand Kowloon, and will operate during the times listed below:

| <u>Date</u>          | <u>Time</u>   |
|----------------------|---------------|
| <b>July 15, 2017</b> | 08:30 – 17:30 |
| <b>July 16, 2016</b> | 08:30 – 15:30 |

**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.

**Video:** The Congress audio visual will use Microsoft Office PowerPoint. Any video clips within your presentation are to be in **MP4** encoded to H.264 or **.mov** (QuickTime) format playable in PowerPoint. Please do **NOT** use **.wmv** or **.3pg** files, which are NO LONGER supported in PowerPoint for Windows.

Please check that the video has been tested before the presentation to ensure it loads quickly enough during the presentation.

**IMPORTANT NOTE: Please embed your video into your PowerPoint by choosing to INSERT**



**your video into the PowerPoint. Please do NOT use 'link to file' as the link will fail to work when your PowerPoint is played on a different computer than yours.**

**DVDs/CDs:** Please note that videos on DVDs/CDs will fail to work during a PowerPoint presentation session. Only PowerPoints with video(s) inserted will work well.

**Font:** We only support standard fonts that are installed in Office 2010. If you need a special font, it should be embedded in your PowerPoint presentation. The following link shows you how to embed fonts for a consistent text appearance across systems in PowerPoint: <http://support.microsoft.com/kb/291924>. Use font styles and sizes that are easy to read, with larger sizes for titles and headings. Additionally, don't 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 copyright to use the images in their presentations. As presentations will be screening 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 tool bar. 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.

**Design:** Background colors should either be dark with light font color or vice versa. For best visibility, font color should be white or yellow on a dark background. Use illustrations only if they enhance your presentation or clarify an idea. Remember that the slides are meant to enhance your presentation, not distract from it. Do not complicate your visual presentation with too many special effects.

**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 presenting on. Thus, all Congress attendees – from medical students to experienced specialists – can 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 proofed by someone. Speak slowly, use short sentences and small words and avoid phrases that are difficult to



pronounce.

**Presentation Schedule:** Please check your presentation schedule online at <http://2017.asiateleophth.org/schedule>. You can also log in to your registration account to check your schedule on the registration menu and look for any updates before you prepare your PowerPoint.

**Presentation Duration:** Each session is 90 minutes. The duration of each presentation will depend on the number of speakers in a particular session. Please consult the session chairs about the session format if you have not yet received any information.

### At the Meeting

**Speaker Ready Room:** Salon II, 1/F, Harbour Grand Kowloon

Speakers must upload their PowerPoint/Keynote at the Speaker Ready Room or to our OneDrive (each speaker will receive a unique link for upload) at least 24 hours before their scheduled presentation. Speakers who can upload their PowerPoint/Keynote at least 7 days before their scheduled presentation will have their slides translated into simplified Chinese.

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. If you have uploaded to OneDrive, it is imperative that you arrive at the Session Room at least 15 minutes before your scheduled presentation to check the slides on the iPad Pro.

The Keynote/PowerPoint and video files you have uploaded onto the computer in the Speaker Ready Room or to OneDrive will be automatically transmitted to the computer at the podium before your session begins.

### **Speaker Ready Room Office Hours:**

| Date          | Time          |
|---------------|---------------|
| July 15, 2017 | 08:00 – 17:30 |
| July 16, 2017 | 08:30 – 15:00 |

### Audio Visual

✧ All rooms will have screens of 4:3 ratio.



- ✧ The session room will be set up with theatre style seating.
- ✧ Standard equipment will include:
  - \* Lectern
  - \* (Clip) Microphone
  - \* Data projection equipment including computer (PC) equipped with Microsoft Office PowerPoint, remote mouse (with laser pointer), computer audio and a projection screen
  - \* Dual screens will be available in the main session room.

### **Giving Your Presentation**

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.** The session rooms will have only 1 podium. **Please be seated on the stage according to the place cards** and go up to the podium immediately after the speaker before you have finished his/her presentation and discussion.

You can control your PowerPoint 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 should you need any assistance. Once you start to present, a timer will be running on the top right-hand corner of the computer screen. **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 session presenters.