E-Poster Presentation Guidelines

Introduction:

The Congress Committee thanks you for agreeing to present at the upcoming 2nd 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 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.asiateleophth.org/registration/ to complete your registration.

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

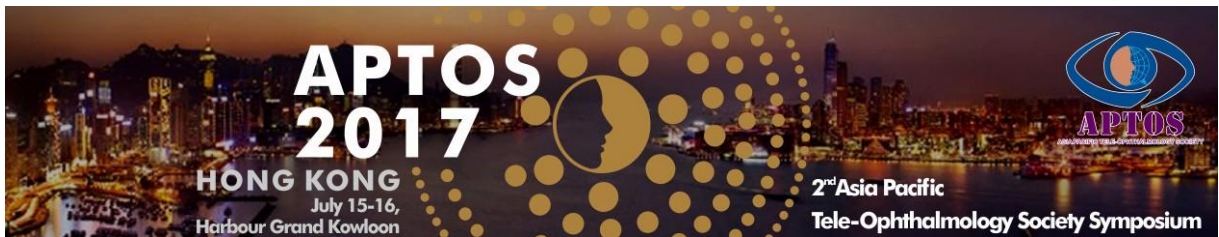| Date	Time
July 15, 2017	08:30 – 17:30
July 16, 2016	08:30 – 15:30

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:

Foyer, Grand Ballroom, 1/F, Harbour Grand Kowloon

✧ **E-Poster Guidelines:**

* All posters should be a visual presentation of your submitted abstract.
* Please prepare a poster in a **single-slide PowerPoint** file as per the sample e-poster attached to the cover email. Please convert the slide into a PDF file for upload.
* **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 into your registration account and click Abstract > Abstract Submission > Upload PDF to upload your e-poster **by July 10, 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.

✦ **Submission Deadline:**
* All files must be submitted by July 10, 2017, 11:59 pm (GMT + 8).