



Poster Presentation Guidelines

Annual Meeting Registration

All presenters must [register](#) and pay the fees to attend the Annual Meeting.

- Membership dues **DO NOT** include meeting registration.
- A full-meeting complimentary exhibitor registration does not qualify as a paid registration for a presenting author.
- Early registration discounts end on Friday, March 8, 2024.

Badge pickup hours (PT)

Location: Seattle Convention Center

Saturday, May 4: 7 am – 6 pm

Sunday, May 5 – Wednesday, May 8: 7 am-6 pm

Thursday, May 9: 7 am-2:30 pm

Sunday poster presenters are strongly encouraged to print their badges before Sunday morning!

Schedule

Each presenter has been scheduled to present their poster on one day of the Annual Meeting, as indicated in their scheduling notification. Presenters must also be at their poster for the All Poster Session on their scheduled day.

Session moderators and ARVO staff will monitor poster displays and poster presentations during scheduled poster sessions each day and will take note of “no-shows.” First authors and any pre-approved substitute presenters of “no-show” presentations will be disqualified from submitting an abstract for the 2025 Annual Meeting as first authors. See below for the Abstract Withdrawal and Substitute Presenter Policy.

All presenters must mount their posters on their assigned poster board on their scheduled day of presentation 30 minutes before the first poster session that day, and posters must remain on display until the end of the last poster session that day. Posters must be removed within 15 minutes of the end of the previous poster session that day.

ARVO is not responsible for poster materials left after each day’s removal deadline. Posters remaining on the poster boards after All Poster sessions will be removed and discarded.

Daily Poster Display Times

Sunday, May 5: 7:30 am-6:15 pm

Monday, May 6: 8 am-6 pm

Tuesday, May 7: 8 am-6:30 pm

Wednesday, May 8: 10 am-5:15 pm

Thursday, May 9: 7:30 am-5 pm

All Posters Session Schedule

Sunday, May 5: 5:15 - 6:15 pm

Monday, May 6: 5 - 6 pm

Tuesday, May 7: 5:30 - 6:30 pm

Wednesday, May 8: 4:15 - 5:15 pm

Thursday, May 9: 4 - 5 pm

Presentation

The first author is expected to present the same work described in the abstract, with the same title and content, and will reveal the essential structure (DNA sequence), elements of a novel compound, or sufficient identification of new gene compounds.

All presenters are expected to:

- Disclose commercial relationships.
- Design a presentation that is independent, objective, scientifically rigorous, balanced, and free of bias.
- Assure that scientific studies utilized or referenced in their presentation are from sources acceptable to the scientific and medical community.
- The U.S. Food and Drug Administration (FDA) requires disclosures to be made to session participants of unlabeled or unapproved uses of drugs or devices contained in presentations. You must disclose any such uses when discussing unlabeled or unapproved uses of drugs or devices.

Disclosures

Full disclosure must be listed on the poster. First/presenting authors must fully disclose to the session participants all commercial relationships with ineligible companies that existed within the past 24 months and non-remunerative positions that may create a conflict of interest. Full disclosure will include the name(s) of the commercial interest and the nature of the relationship(s). Indicate “None” if no relationships exist. View the [ARVO Commercial Relationships Policy](#) for complete reporting requirements.

Withdrawal Policy

As the first author, you are obligated to present your abstract. **Changes in the presentation type, session, day, time, and poster board location cannot be made.** If you cannot present, follow the procedures outlined in the [Abstract Withdrawal and Substitute Presenter Policy](#). A co-author not pre-approved by meeting management as a substitute presenter will not be allowed to present the abstract on your behalf. Failure to comply with the policy will result in your ineligibility to submit an abstract for the 2025 Annual Meeting. **Moderators and staff will be onsite to ensure compliance with all requirements.**

ARVO Recording/Photography Policy

Recording by any means (photographing, audiotaping, videotaping) of any presentation/session is prohibited except by an ARVO-authorized agent or by first authors who wish to photograph their own poster presentation. Violators risk confiscating their equipment and/or dismissal from the Annual Meeting as deemed appropriate by ARVO.

Those who photograph/record ARVO presentations violate the decades-long ethical code and spirit of collegiality, which is critical to ARVO and the scientific community. Photographers also distract attendees from the presentation and sometimes block the view of other attendees.

Poster Design

The image area of the poster board is a maximum of 1.1 meters (44”) high by 1.7 meters (66”) wide (landscape layout). Materials, including the title, may not extend beyond the image area.

- Keep materials clear and concise.
- Include complete disclosures relevant to the abstract’s subject matter (see DISCLOSURES above).

- Produce legible material from a distance of at least three feet.
- Use large print and shade or color block letters when possible.
- For legibility, a minimum font size of 28 points and a maximum of 600 words are recommended.
- Avoid using blue-green and magenta-violet, which appear gray to your red-green color-blind colleagues.
- Avoid using red or green - up to 5% of the population is red-green color blind.
- Use a layout for your poster that follows the main headings used in your abstract, i.e., Purpose, Methods, Results, and Conclusion.
- Use of the ARVO logo on your poster is prohibited.
- Do not use industry logos, registered trademarks, trade names, or product-group messages of any defined commercial interest(s). A *commercial interest* is any entity producing, marketing, re-selling, or distributing healthcare goods or services consumed by or used on patients.
- Post your abstract's unique Presentation Number in large type adjacent to the title of your poster. Your Presentation Number was provided in your Abstract Scheduling Notification email on February 1st from arvoabstracts@arvo.org.
- The Poster Board Number (alpha/numeric format similar to A0032) will be posted by ARVO to identify the poster board that you should use to mount your poster for that day. Your Poster Board Number was also provided in your Abstract Scheduling Notification email sent on March 2.
- Leave space on your display for your colleagues to leave notes.
- Include your e-mail address on your poster to assist viewers with contacting you later.
- You may want to provide printouts of your poster as handouts.

Poster Mounting

Pushpins will be available in the Exhibit Hall.

- Tape, Velcro, or spray adhesive must not be applied to poster boards, or you will be charged for the damage they cause.

Posterboard Location

Posters are in the Exhibit Hall. Posterboards are located within two quadrants – A and B. Each abstract's posterboard number begins with an A or B, identifying its quadrant location. For the exact location of your posterboard and its quadrant, consult overhead signage in the Exhibit Halls and the map in the *ARVO Pocket Guide*, distributed on-site.

Printing

Poster printing is the presenter's responsibility and is not available through ARVO. Posters **may not** be delivered to you at the convention center. Below are two local options:

FedEx Office Print & Ship Center

Seattle Convention Center

735 Pike Street, Suite 11-13, Seattle, WA 98101 -206-4671767

Usa5161@fedex.com

<https://local.fedex.com/en-us/wa/seattle/office-5161>

Questions?

For general questions about the ARVO Annual Meeting program, your presentation, etc., contact ARVO by email at arvoabstracts@arvo.org or by phone at +1-240-221-2900.