ARVO Conference: Diabetic Retinopathy – Battling the Global Epidemic

Paper Presentation Guidelines

**DIABETIC RETINOPATHY CONFERENCE REGISTRATION:**

All presenters must register and pay the fees to attend the Conference. Please visit the Diabetic Retinopathy Registration page to register online. Reduced early-registration rates end Friday, July 31.

**PAPER/INVITED SPEAKER SESSION SCHEDULE**

Thursday, August 27, 8:00 AM – 5:15 PM  
Friday, August 28, 8:00 AM – 5:15 PM

Presentations are scheduled in 15-minute blocks – 12 minutes for the presentation, and 3 minutes for discussion.

**CONTINUING MEDICAL EDUCATION (CME):**

The Diabetic Retinopathy Conference is not a CME-certified activity.

**DISCLOSURES:**

First/Presenting Authors must fully disclose to ARVO and the session participants all commercial Relationships relevant to the subject matter for all authors of the presentation and their spouse or partner for the prior 12 months. A 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: [www.arvo.org/About_ARVO/Policies/ARVO_Commercial_Relationships_Policy/](http://www.arvo.org/About_ARVO/Policies/ARVO_Commercial_Relationships_Policy/). All full disclosures must be indicated orally and on a slide at the beginning of the presentation.

Moderators will be onsite to ensure compliance with these requirements.

**WITHDRAWAL POLICY:**

As First Author, you are scheduled to present your abstract. Changes in the presentation type, time, and location cannot be made. If you cannot present, you must withdraw by contacting the ARVO Office at DRConference@arvo.org to provide notification of your withdrawal. Please provide your Control ID #, Session # and Presentation # found in your confirmation email. Notifications must be received no later than Tuesday, August 25, 2015.

**ARVO RECORDING POLICY:**

Recording (photographing, audiotaping, or videotaping) any presentation/session is PROHIBITED, except by an ARVO-authorized agent or by First Authors who want to photograph their poster presentations. Violators risk confiscation of their equipment and/or dismissal from the Conference as deemed appropriate by ARVO.
HOW TO SUBMIT YOUR PRESENTATION ONLINE:

Advanced Online Submission:

Online submission of your presentation files via email is strongly encouraged. Please send your completed slides to Ashley Engel at aengel@arvo.org by Wednesday, August 26. Please make sure to submit all videos and fonts required for your presentation. Any movies, sounds, or fonts not included in your submission will cause your presentation to fail in the meeting room.

The A/V tech will be available during the following times for presentation upload at the Conference:

**Thursday:** 7-8am & 12 - 1pm  
**Friday:** 7-8am & 12:15 - 1:15pm

Speakers who submit their presentation via email in advance will have faster check-in onsite with the A/V tech. The presentations will be loaded directly on the auditorium’s computer. Do not bring a laptop or other media device. Presenters will be allowed to load presentations directly to the computer from a flash drive or CD-ROM. Personal laptop or other personal devices are NOT allowed.

If you submit your presentation online in advance, we recommend that you check in at the Masur Auditorium with the A/V tech, to review and verify your presentation, this process will go much faster.

When reviewing your presentation, make sure all fonts, images, and animations appear as expected and all audio/video clips are working properly.

Bring a Backup: Be sure to bring a backup copy of your presentation with you to the Meeting. If you plan to upload files on-site, bring two copies.

PREPARING YOUR PRESENTATION:

Computer Equipment: The computers in the auditorium will accept PowerPoint and Keynote. Verification of proper performance of your presentation materials with the A/V tech is essential, particularly if video or animation is included in the presentation. You may check in with the A/V tech on the day of your presentation during one of the following times:

**Thursday:** 7-8am & 12 - 1pm  
**Friday:** 7-8am & 12:15 - 1:15pm

Formats
Acceptable formats for presentations:
- PowerPoint (.ppt and .pptx)
- Adobe Acrobat (.pdf)
- Keynote-based

**Video Formats:** The recommended video format for Windows-based presentations is Windows Media (.wmv).

**Laptops:** Personal laptops cannot be used. You must load your files via online upload by emailing Ashley Engel aengel@arvo.org by Wednesday, August 26 or onsite with the A/V technician who will provide support of the presentation on alternate media (see list of acceptable formats above).
On-site Presentation Uploads:
ARVO strongly encourages you to submit your presentation slides in advance, however if you choose to upload your presentation onsite, please provide your USB memory stick to the A/V tech during one of the available times below. The A/V tech will be located in the back of the Masur Auditorium, Building 10, NIH Campus. You may reach out to Ashley Engel, ARVO’s Senior Manager, Meeting Operations and ARVO’s onsite contact for the conference, if you are unable to find the A/V tech. Ashley can be contacted by email at aengel@arvo.org and will be at the registration desk outside Masur auditorium.

Presentation Upload Times:
Masur Auditorium, Building 10, NIH Campus
Thursday: 7-8am & 12 - 1pm
Friday: 7-8am & 12:15 - 1:15pm

CONTACT INFORMATION:
For general questions about the ARVO Diabetic Retinopathy conference, contact ARVO by email: DRConference@arvo.org or by phone: +1.240.221.2953