

ARVO 2020

MAY 3-7 | BALTIMORE, MD

Poster Presentation Guidelines

ANNUAL MEETING REGISTRATION

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

- Membership dues that were required to submit an abstract **DO NOT** include Meeting Registration.
- A full-meeting complimentary exhibitor registration/badge does not qualify as a paid registration for a presenting author.
- Early registration discounts end on Friday, March 6, 2020.

Sunday Poster Presenters are strongly encouraged to register/print their meeting badges on Saturday.

Saturday - Wednesday Registration and Badge Printing: 7 am – 6 pm at the Baltimore Convention Center

Thursday Registration and Badge Printing: 7 am – 2 pm at the Baltimore Convention Center.

Satellite Badge Printing:

Saturday – 7 am – 9 pm

Sunday – 7 am – 3 pm

Bring your email confirmation with QR code to an ARVO kiosk at the following hotel:

Hilton Baltimore

401 West Pratt Street

Baltimore, MD 21201 - USA

POSTER SESSIONS SCHEDULE

Sunday

8 – 9:45am

1 – 2:45pm

3 – 4:45pm

5 – 6:00pm All Posters

Monday

8:15 – 10am

11:15am – 1pm

4 – 5:45pm

6 – 7pm All Posters

Tuesday

8:45 – 10:30am

11:45am – 1:30pm

2:45 – 4:30pm

4:45 – 5:45pm All Posters

Wednesday

8:15 – 10am

10:15am – 12pm

3 – 4:45pm

5 – 6pm All Posters

Thursday

8 – 9:45am

10:15am – 12pm

12 – 1pm All Posters

Each presenter has been scheduled to present their poster on one day of the Annual Meeting during one of the above day/session time slots when they must be at their poster. 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 2021 Annual Meeting as First Author. 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 prior to the first poster session that day, and posters must remain on display all day until the end of the last poster session that day. Posters must be removed within 15 minutes of the end of the last 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 the ARVO deadline will be removed and discarded.

PRESENTATION

It is expected that the First Author will 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:

- Fully disclose all commercial relationships relevant to the subject matter for themselves, their spouse or partner and all co-authors of the abstract for the prior 12 months
- 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 you are discussing unlabeled or unapproved uses of drugs or devices.

DISCLOSURES

Full disclosure must be listed on the poster. First/Presenting Authors must fully disclose the session participants all commercial relationships relevant to the subject matter for themselves, their spouse or partner, and all co-authors of the abstract for the prior 12 months. 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, you must follow the procedures outlined in the [Abstract Withdrawal and Substitute Presenter Policy](#). A co-author who is not pre-approved by Meeting Management as a Substitute Presenter or a colleague 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 as the First Author for the 2021 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 confiscation of 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 key to ARVO and the scientific community. Photographers also distract attendees from the presentation and in some cases, block the view of other attendees.

POSTER BOARD DIMENSIONS

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.

POSTER DESIGN

- Keep materials clear and concise.
- Include full disclosures relevant to the abstract's subject matter (see DISCLOSURES above).
- Produce material that is legible 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 the use of 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.
- The 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 health care goods or services consumed by, or used on, patients.
- Post your abstract's unique **Presentation (Program) Number** in large type adjacent to the title of your poster. Your Presentation (Program) Number was provided in your Abstract Scheduling Notification email sent to you on February 13th 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 should be used by you to mount your poster for that day. Your Poster Board Number was also provided in your Abstract Scheduling Notification email sent on February 13th.
- 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 BOARD MOUNTING

Limited supplies of pushpins will be available at the Information Desk in ARVO Central located in the Exhibit Hall.

- Presenters must bring any other supplies for mounting, such as scissors.
- Tape, Velcro, or spray adhesive must not be applied to poster boards, or you will be charged for the damage they cause.

POSTER BOARD LOCATIONS

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

POSTER PRINTING

Poster printing is the responsibility of the presenter and is not available through ARVO.

Posters may not be delivered to you at the convention center.

- You may want to check the availability/pricing of poster printing services in the area.
- ARVO has confirmed that the following business does provide poster printing:
ABC Imaging Business Center is located in the Baltimore Convention Center, Pratt Street Lobby adjacent from Room 334; baltimore@abcimaging.com.

CONTACT INFORMATION

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