In-person Paper Guidelines

Presenters are required to inform ARVO of their decision to present in person or virtually by March 31 to ensure a smooth presentation experience. **In-person paper presenters** will upload their slide deck in the speaker ready portal, or onsite in the speaker ready room (Room 109). Presentations will occur live at the meeting and will be recorded. Presenters must consent to having their presentation recorded for upload into ARVO's virtual meeting platform. **Upload deadline: Four hours before the session start time.**

Note: ARVO Registration and Upload Policies

PRESENTATION CONTENT
- Presentations may be up to 10 minutes. A 5-minute Q&A will follow.
- Present the same work described in the abstract, with the same title and content, and reveal the essential structures (DNA sequences, molecules, etc.), the elements of a novel compound, and/or sufficient identification of new gene compounds as part of the presentation.
- Design a presentation that is independent, objective, scientifically rigorous, balanced, and free of commercial bias.
- Assure that scientific studies utilized or referenced in your presentation are evidence-based sources acceptable to the scientific and medical community.
- Give a balanced view of therapeutic options. Use of generic names will contribute to this impartiality. If the presentation includes trade names, trade names from several companies should be used, where available, not just trade names from a single company.
- Do not use corporate logos, registered trademarks, trade names, or product-group messages of ineligible company(ies). *Ineligible companies* are those whose primary business is producing, marketing, selling, re-selling, or distributing healthcare products used by or on patients.
- The use of the ARVO logo on your presentation slides is prohibited.
- **Presenting authors should NOT include a disclosure slide at the start of their presentation.** ARVO will provide a session disclosure slide for display before each presentation.
- View Projection's presentation style guide for tips on how to make your presentation clear, concise, and appealing to your audience.

FORMATTING SLIDES
- To take full advantage of the widescreen display, you should create your presentation in 16:9 aspect ratios.
- Acceptable formats for slides include:
  - PowerPoint 365 or earlier version
  - Preferred video format: .wmv or .mp4
  - Acceptable video formats: .mov, .avi, .mpg, .mp4, .wmv (Other formats may not be compatible or may require conversion in the Speaker Ready Room; please allow extra time.)
  - PDF Reader: Adobe Acrobat
  - Unix Users: Bring HTML Files or Adobe Acrobat
  - If you are planning to use Apple's Keynote Software, please upload or bring a backup PDF version of your presentation.
  - If you bring your presentation on a USB Drive to the Speaker Ready Room, the drive should be PC-formatted.

REQUIRED VERBAL DISCLOSURES
- Presenters must verbally disclose **(in person or within their presentation recordings)** all their financial relationships with ineligible companies from the prior 24 months. If relationship changes occurred since the abstract was submitted, the presenter must inform ARVO of the changes and include them in the verbal disclosure.
    - View the [ARVO Commercial Relationships Policy](#) for complete reporting requirements and Disclosure Codes/Definitions.
- Presenters must verbally disclose **(in person or within their presentation recordings)** any discussion about unlabeled or unapproved uses of drugs or devices contained in presentations to comply with U.S. Food and Drug Administration (FDA) requirements.
- Moderators will be on site to ensure compliance with these requirements.

CONTINUING MEDICAL EDUCATION (CME)
The ARVO Annual Meeting is an accredited continuing education activity. As such, all presenters are required to comply with the presentation requirements outlined in this document. The Accreditation Council for Continuing Medical Education (ACCME) sets and enforces these requirements to ensure independence in accredited activities.

RECORDING CONSENT
Presenters must grant ARVO permission to record your presentation to post on the virtual platform through June 30, 2022. Presenters will need to grant this permission during the upload process. Questions regarding presentation recording consent should be directed to education@arvo.org.

PRESENTATION UPLOAD
Presenters must upload files online (http://live.projectionnet.com/arvo2022/Login.aspx, available April 4) in advance or on site in Speaker Ready Room: 109.
- Files must be uploaded at least 4 hours before the session starts.
- All presenters must preview their upload onsite in Speaker Ready Room at least 4 hours before the session starts to ensure it will display as intended.
- **If you are speaking in more than one session**, each presentation must be in separate folders on your device, labeled clearly to indicate the appropriate sessions. Do not put more than one presenter's files on the same device. Each presenter must have his/her own media.
- Upload all the videos and fonts required for your presentation. Any movies, sounds, or fonts not included in your online upload folder will cause your presentation to fail in the meeting room. If the size of your video file is too large to upload, bring it to the Speaker Ready Room **the day before your presentation**.

Do not bring a laptop or other media device to the session room. THERE ARE NO EXCEPTIONS TO THIS POLICY.

ONSITE CHECK-IN
Presenters are required to check in to Speaker Ready Room, preferably the day before, but no later than 4 hours prior to, the start of your session. If you are unavoidably delayed, you must **still go directly** to the Speaker Ready Room.

Speaker Ready Room: 109 will be available during the following times:

Saturday, April 30   12pm– 9pm
Sunday, May 1   7am– 6pm
Monday, May 2   7am– 6pm
Tuesday, May 3   7am– 6pm
Wednesday, May 4   7am– 6pm

It is extremely important to review your presentation in the Speaker Ready Room. The computers in the meeting rooms are the same as the computers in the Speaker Ready Room, therefore:
IF THE PRESENTATION DOES NOT PLAY PROPERLY IN SPEAKER READY ROOM, IT WILL NOT PLAY PROPERLY IN THE MEETING ROOM.

When you have completed your review of your presentation, you must CHECK OUT with an AV Tech in the room to ensure that any changes made have been saved and that no additional changes are inadvertently made from your open files.

COMPUTER EQUIPMENT
Each session room is equipped with a Presentation Windows PC and a Mac. An operator will control the display of either machine to the audience. A confidence monitor is provided and will mirror what the audience sees.
Notes:
- Presenter View is not supported. You will want to print your notes for your reference.
- Personal laptops or other media devices CANNOT be used for presentations in the session rooms.

PC Configuration
- Processor: a minimum Core i7 2.93 GHz
- 16 GB RAM
- 1920 x 1080 at 24 bit color depth (1080P 16:9 HD Resolution)
- Microsoft Windows 10 Professional (fully updated)
- Microsoft Office 2016 Professional (fully updated)
- Windows Media Player (Version 12)
- Flash Player (Latest Version)
- Adobe Acrobat Reader (Latest Version)

Mac Configuration
- Processor: a minimum Core i5 2.6 GHz
- 16 GB RAM
- 1920 x 1080 at 24 bit color depth (1080P 16:9 HD Resolution)
- Mac OS Monterey)
- Microsoft Office 2016 for Mac (fully updated)
- Apple Keynote 11
- QuickTime Player (Latest Version)
- Flash Player (Latest Version)
- Adobe Acrobat Reader (Latest Version)

Other Equipment
Each session room is equipped with a computer, data projector and laser pointer.

No Internet Access
Please note that Internet access will **NOT** be available on the presentation computer. You will need to include any web-based content in your slides.

ARVO RECORDING/PHOTOGRAPHY POLICY
In accordance with our culture of academic integrity, recording by any means including, but not limited to photographing, audiotaping, videotaping, screen capturing, and/or screen recording of any presentations or sessions — whether virtual or in-person — at or during any ARVO Meeting is strictly prohibited.

Exceptions include recording by an ARVO-authorized agent for official purposes or by First Authors who wish to capture their own presentations. Violators risk confiscation of their equipment and/or dismissal/banning from the Meeting as deemed appropriate by ARVO.

CONTACT INFORMATION

For general questions about the ARVO Annual Meeting program, your presentation, etc., contact ARVO by email: arvoabstracts@arvo.org.

For questions about AV equipment and presentation uploads, contact Presentation Support at: arvo@projection.com.