



Poster Preparation and Upload Instructions

Presentation Upload Deadline: Friday, April 15, 11:59 pm U.S. ET

The invitation to upload will be sent Monday, April 4.

Presenters are required to inform ARVO of their decision to present in person or virtually by March 31 to ensure a smooth presentation experience. Regardless of this decision, **all** poster presenters are required to upload a PDF of their poster and, if desired, a supplemental video to the virtual meeting platform by **April 15 at 11:59 U.S. ET**. In-person presenters will also print their poster for display in the Poster Hall. New this year for virtual presenters is the opportunity to join a Zoom room to have a live conversation with one or multiple people during the session.

PRESENTATION CONTENT

- 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 is prohibited.
- You will have an opportunity to upload an **MP4 video recording** with an overview of your poster. This recording is optional and in addition to, not in place of, the poster PDF.
- You may also upload supplemental PDF or DOC files.
- **All presenter files will be available for attendees to download.**
- Refer to the poster clinic for recommendations to make your poster impactful. [Part I and II](#), [Part III](#), [Part IV](#)

FORMATTING POSTER

- You are free to use any program to produce the poster if you can export it as a PDF.
- For clear results, you should upload a PDF with a 16:9 aspect ratio and a minimum size of 2560x1440. The poster viewer has built-in zoom controls.
 - If using PowerPoint to create your PDF, simply select the widescreen 16:9 slide size (no pixels or measurements needed).
- If you will be presenting your poster in person, your poster must be smaller than 44" tall by 66" wide to fit inside the image area. Materials, including the title, may not extend beyond the image area.
- 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.

REQUIRED DISCLOSURES

Presenters must list full all their financial relationships with ineligible companies from the prior 24 months. If relationship changes occurred since the abstract was submitted, the presenter must include them in the disclosure.

- View the [ARVO Commercial Relationships Policy](#) for complete reporting requirements and Disclosure Codes/Definitions.

RECORDING TECHNICAL INFORMATION (optional)

Recordings MUST be submitted as MP4 files. Video-narrated posters maximize engagement. You may choose to include your poster and focus in on different sections during the recording, or just record yourself giving an overview. There is no minimum recording length, but it should not exceed 12 minutes. Some software options include:

- PowerPoint (use the latest version to include video):
 - Record your narration with your poster as the slide (<https://support.microsoft.com/en-us/office/record-a-slide-show-with-narration-and-slide-timings-0b9502c6-5f6c-40ae-b1e7-e47d8741161c?ui=en-us&rs=en-us&ad=us>)
 - Save the PowerPoint file and export as an MP4 by going to: File > Export> Create a Video> Create Video in Full HD 1080p
- Keynote (does not include video):
 - Record your narration with your poster as the slide (<https://support.apple.com/guide/keynote/record-audio-tan8a5df9cc5/mac>)
 - Export the recording to a movie file by clicking: File>Export to>Movie. Select the options Playback>Slide Recording and Resolution>1080p and export it.
 - You will need to check that the video is an MP4 that is H264 compressed. Apple's Quicktime default is H265/HEVC which won't work on the virtual platform.
- Zoom:
 - Download the program and sign up for a free account
 - Record your narration (<https://www.youtube.com/watch?v=CR199W7HdC0>)
 - After stopping the recording, end the meeting and Zoom will automatically create an MP4 video file
- Other presentation and editing software may be used as long as your recording can be exported as an MP4 file.

RECORDING TIPS

- **Accessibility:** For your colleagues' sake, [turn on captioning](#) during your recording and avoid using red/green colors to designate important information.
- **Attire:** Dress in business casual, comfortable clothing that is a solid color and contrasts with your background.
- **Audio:** Record in a small, quiet room, free of background noise and with the door closed.
- **Background:** Use a simple background with a neutral wall color and minimal clutter. Take a few minutes to tidy up any bookshelves or surfaces that will be visible.
- **Camera position:** Place your device on a flat, stable surface with the camera at eye level, using books to raise your computer if necessary. If you are using a mobile device, use a tripod and film in landscape mode using the back camera.
- **Distractions:** Turn off your phone and computer notifications before beginning to record.
- **Framing:** Sit about arm's length from the camera lens and remember to look into the lens when speaking.
- **Lighting:** Use a ring light or a desk lamp positioned right above the lens of your camera for the most even lighting. Alternative, place two small lamps on either side of the camera. Avoid turning on lights positioned overhead or behind you. If you wear glasses, move your lighting a bit further away to minimize glare.
- **References:** Place a script or other reference materials directly above the computer screen or level with the camera so your eyes remain at camera height during the recording.

- **Resolution:** Record using full HD (1080p) for the best quality video.
- **Timing:** Press the record button and wait three seconds before you start speaking to avoid being cut off. At the end, wait three seconds before ending the recording.

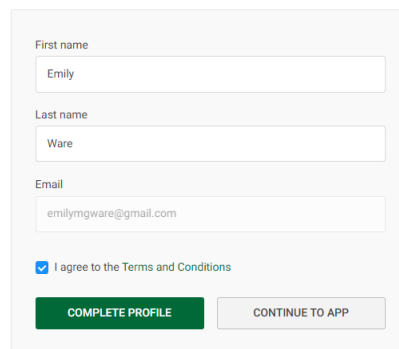
And remember to make a short test recording, review it, and make any necessary adjustments before recording your full talk.

PRESENTATION UPLOAD

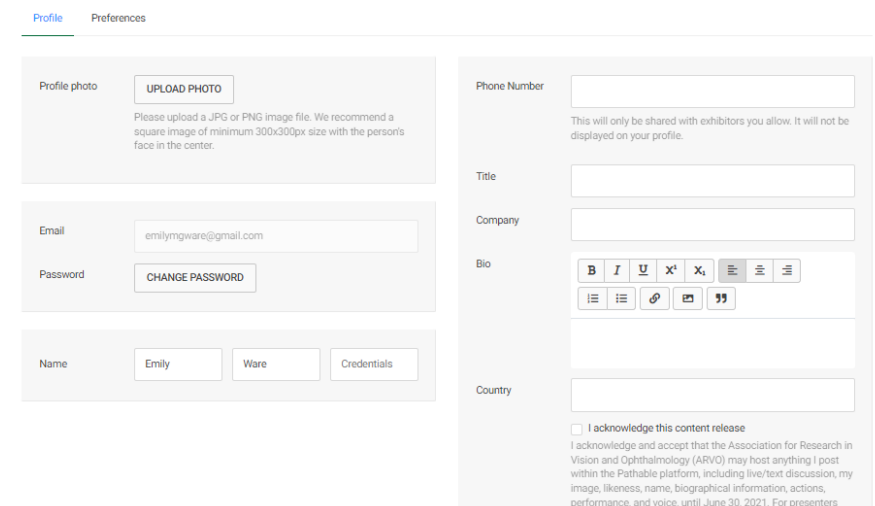
You must upload your file(s) to the Pathable meeting platform by Friday, April 15, 11:59 pm U.S. ET. This includes your PDF poster, optional MP4 recording and any supplemental PDF or DOC files you wish to include. Failure to upload may result in removing your presentation from the program. Your invitation to upload will be sent on April 4. To upload:

- **Locate your presentation files**, including your poster PDF and optional MP4 recording and supplemental files.
- **Access the site.** Use your personalized login link in the April 4 virtual meeting platform invitation from [no-reply@pathable.com](mailto:reply@pathable.com). You may need to check your spam folder. For continued access, bookmark the login page.
- **Claim your account.** The first time you log in, you will be asked to acknowledge some statements and create a password if you have not participated in a virtual ARVO meeting before. Then select “Complete Profile”. On future visits, you will simply be asked to sign in.

Claim your account



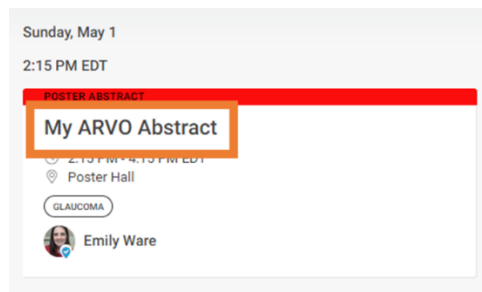
- **Fill out your profile.** You can choose how much information to fill out. We recommend your photo be a square image with your face centered, at a minimum size of 300 x 300. Remember that some ribbons, like “ARVO Member”, will be added automatically when you register. Select “Save” after making changes.



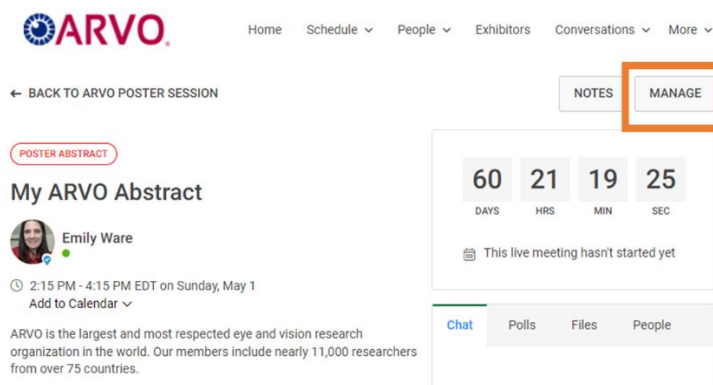
- **Find your presentation.** Navigate to your presentation by selecting Schedule and My Agenda.



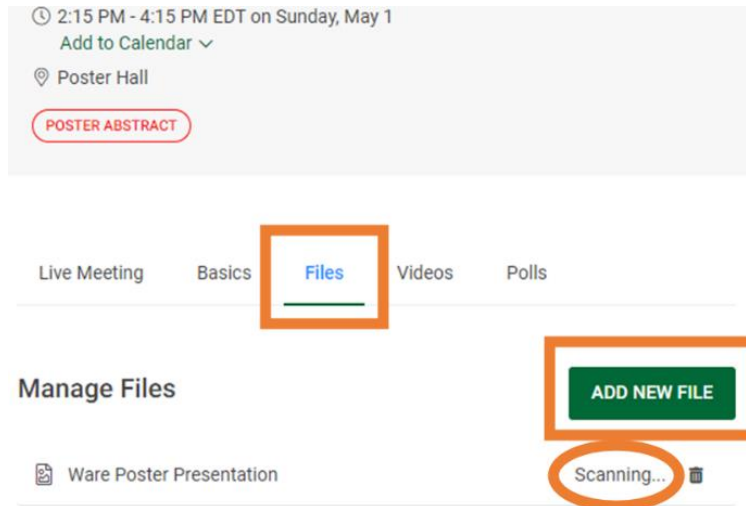
- **Select the title of your abstract.**



- **Select the Manage button.** This is where you will upload your presentation file(s).



- Under the **Files** tab, select Add New File to and upload your poster PDF. When asked to enter a display name for your file, make it a short, descriptive phrase to help attendees identify the file, e.g., "YourLastName Poster Presentation". Any supplemental files should be added after the poster is uploaded to ensure that your poster is displayed properly during the Meeting.
 - The system will perform a virus scan of your uploaded files. Remain on the page until this is complete.
 - Before May 1, your presentation files will not be visible unless you are on the Manage page. This prevents other presenters and attendees from seeing and downloading the files before May 1.
- If you wish to include an MP4 recording, upload it using the same process under the **Files** tab. Do not upload to the Videos tab as it will not display to attendees during the Meeting.
- Remember: anything uploaded to the platform tab is downloadable by other attendees.



- You may return to your abstract page by using the browser navigation controls.

HOSTING CONSENT

The first time you log in to the Pathable virtual meeting platform, you will be required to:

- Grant permission to ARVO to host your presentation materials in the Pathable virtual meeting platform until June 30, 2022.
- Confirm that all materials you are uploading are cleared for copyright.
- Questions regarding presentation hosting consent should be directed to arvoabstracts@arvo.org.