



## Virtual Invited Presenters 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. **Virtual invited presenters** will record and upload a presentation video to be played during the in-person meeting. During the session, attendees will view the recorded presentation and then Presenters will have the opportunity to log in via Zoom for a live Q&A and/or panel discussion, as determined by the session organizers. More details about joining the live portions will be provided in April. Presenters must consent to having their presentation recorded for upload into ARVO's virtual meeting platform.

**Upload deadline: Friday, April 15, 11:59 pm U.S. ET.**

**Note:** [ARVO Registration and Upload Policies](#)

### PRESENTATION CONTENT

- The length of your presentation recording is determined by the session organizers. Refer to your presentation scheduling email to see the length of your presentation.
- Present the same work described in the presentation description, 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

- Make sure the program you are using allows you to record and export an **MP4 video**. See the "Recording Technical Information below" for instructions in PowerPoint, Keynote, and Zoom.
- To take full advantage of the widescreen display, you should create your presentation in 16:9 aspect ratios.

### 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](mailto:education@arvo.org).

### RECORDING TECHNICAL INFORMATION

**Recordings MUST be submitted as MP4 files.** We encourage you to produce a video-narrated recording to maximize engagement, as compared with an audio-only recording. To accomplish this using three common programs:

- PowerPoint (use the latest version to include video):
  - Record your narration (<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 (<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.
- 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 if 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**

Presenters must upload files online (<http://live.projectionnet.com/arvo2022/Login.aspx>, available April 4) by April 15<sup>th</sup>. **If you are speaking in more than one session**, each recording must be labeled clearly to indicate the appropriate sessions.

### **VIRTUAL MEETING ACCESS**

Virtual registrants will receive access links for the virtual platform in April.

Presenters will receive a separate Zoom link to access the live Q&A and/or panel discussion with the in-person audience. Presenters are encouraged, but not required, to log in at the session time. Attendees will also be able to send private messages in the virtual platform. More details will be communicated in late April.

### **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](mailto:arvoabstracts@arvo.org).

For questions about presentation uploads, contact Presentation Support at: [arvo@projection.com](mailto:arvo@projection.com).