

# ARVO 2023

April 23 – 27 | New Orleans, La.

## Poster Session Moderator Guidelines

### The Moderator Evaluation Form is required documentation

- Online completion of the [Moderator Evaluation Form](#) is required.
- Please coordinate with co-moderator and complete only one form.

### Your role as a Poster Session Moderator includes:

#### Attend your scheduled Poster Session time.

- There is no check-in required.
- It is suggested that you circulate, introduce yourself, remind the presenting authors about the disclosure policies, comment on the presented material, and promote discussion between the presenting authors and the attendees during the designated session time. You may also need to welcome and advise any new presenter who may be unsure about making a poster presentation.
- Remind presenters that their posters must remain displayed the entire day and to return at the end of the day to remove their posters no later than 15 minutes after the end of the All Posters session.

#### Unauthorized Substitutions of Presenters

- The Board of Trustees and the Annual Meeting Program Committee have expressed concern regarding unauthorized substitutions of presenters, and the practice is strongly discouraged.
- If someone else (co-author or colleague) appears to present the poster, please note the presenter's name on the Evaluation Form. (As part of the post-meeting evaluation documentation process, Meeting Management will confirm pre-approved Substitute Presenters.)

#### No-Shows

- If no one attends to present a poster during the session time, the First Author must be listed as a "No Show" for that session on the Evaluation Form.
- The First Author will be disqualified from submitting a 2024 abstract as the First Author, **so be certain the presenter is not at the poster or in the immediate vicinity.**

#### ARVO Commercial Relationships/Full Disclosure

- Presenters must make full disclosure of commercial relationships on their poster. View the [ARVO Commercial Relationships Policy](#) for complete reporting requirements and Disclosure Codes/Definitions.
- Presenters must verbally disclose 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.
  - If there is knowledge of additional commercial relationships that are not fully disclosed, the moderator and/or attendee may ask the speaker to add a full disclosure to the poster.
  - If full disclosure is not made, note the non-compliance on the Evaluation Form.

### **Disclosure of Essential Elements**

- Presenters must reveal the essential structure (DNA sequence, molecules, etc.), the elements of a novel compound, or sufficient identification of new gene compounds as part of their presentation.
- Note any non-compliance on the Evaluation Form.

### **ARVO Recording 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.
- Be prepared to ask someone who is recording/photographing to stop. If the recording/photographing continues, you should **immediately** contact Poster Management at the Information Desk in ARVO Central, Exhibit Hall.

### **Report Problems**

- All issues should be relayed to Poster Management at the Information Desk at ARVO Central in the Exhibit Hall

### **Evaluate the Session**

- Session evaluation is required for ARVO's post-review of the poster presentations.
- Online completion of the [Moderator Evaluation Form](#) is required.

**If you have any questions about the Poster Session Moderator Guidelines, please email [arvoabstracts@arvo.org](mailto:arvoabstracts@arvo.org).**