

ARVO 2023

April 23 – 27 | New Orleans, La.

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 does not qualify as a paid registration for a presenting author.
- Early registration discounts end on Wednesday, March 15, 2023.

Badge pickup hours (CT)

Location: New Orleans Convention Center

Friday, April 21: 5-8pm

Saturday, April 22: 7am-7pm

Sunday, April 23 – Wednesday, April 26: 7am-6pm

Thursday, April 27: 7am-2:30pm

Sunday poster presenters are strongly encouraged to print their badges prior to Sunday morning!

Schedule

Each presenter has been scheduled to present their poster on one day of the Annual Meeting which is indicated in their scheduling notification. 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 2024 Annual Meeting as first authors. 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 before 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 All Poster sessions will be removed and discarded.

Daily Poster Display Times

Sunday, April 23: 8am-6:45pm

Monday, April 24: 8:45am-6:15pm

Tuesday, April 25: 8:45am-6:30pm

Wednesday, April 26: 8:45am-5:15pm

Thursday, April 27: 8am-3:45pm

All Posters Session Schedule

Sunday, April 23: 5:45-6:45pm

Monday, April 24: 5:15-6:15pm

Tuesday, April 25: 5:30-6:30pm

Wednesday, April 26: 4:15-5:15pm

Thursday, April 27: 2:45-3:45pm

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:

- Disclose commercial relationships.
- 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 to the session participants all commercial relationships with ineligible companies that existed within the past 24 months as well as non-remunerative positions that may create a conflict of interest. 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 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 for the 2024 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 Design

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.

- 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.
- 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 healthcare goods or services consumed by, or used on, patients.
- Post your abstract’s unique Presentation Number in large type adjacent to the title of your poster. Your Presentation Number was provided in your Abstract Scheduling Notification email sent to you on March 2 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 March 2.
- 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 Mounting

Pushpins will be available in the Exhibit Hall.

- Tape, Velcro, or spray adhesive must not be applied to poster boards, or you will be charged for the damage they cause.

Posterboard Location

Posters are located in the Exhibit Hall. Posterboards are located within two quadrants – B and C. Each abstract’s posterboard number begins with a B or C, identifying it’s quadrant location. For the exact location of your posterboard and its quadrant, consult overhead signage in the Exhibit Halls and the map in the *ARVO Pocket Guide*, distributed on-site.

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. Below are two local options:

The UPS Store

900 Convention Center Blvd, New Orleans, AL 70130
504- 670-8941

FedEx Office Print & Ship Center

901 Convention Center Blvd, New Orleans, AL 70130
504-585-5750

Questions?

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