



## Paper Presentation Guidelines

Online Advance Presentation Upload Due Date: **Sunday, July 15<sup>th</sup>, 17:00 U.S. ET**

### **ABSTRACT PRESENTATIONS IN PAPER SESSIONS:**

The abstract's First Author must present the same work described in the abstract, with the same title and content, and will 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 their presentation. Lengths are determined by the Invited Speaker session chairs. Please see the program at

<http://www.arvo.org/meetings/ooo/program/>

### **ABSTRACT WITHDRAWAL AND SUBSTITUTE PRESENTER POLICY:**

An abstract's First Author is obligated to present their abstract. **Changes in the presentation type, session, day and time cannot be made.** As the First Author, you are scheduled to present your abstract. **Changes in the presentation type, time, and location cannot be made.** If you cannot present, you must follow [ARVO Abstract Withdrawal Policy](#) procedures to withdraw the abstract or request approval for a co-author substitute presenter. Please contact the ARVO Office at [ooo@arvo.org](mailto:ooo@arvo.org) to provide notification of your withdrawal. Please include your control ID #, and Session # found in your confirmation email. Notifications must be received no later than **Tuesday, July 17, 2018.**

### **DISCLOSURES:**

First/Presenting Authors must fully disclose to ARVO and the session participants all commercial Relationships relevant to the subject matter for all authors of the presentation and their spouse or partner for the prior 12 months. 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:

<http://www.arvo.org/About/policies/commercial-relationships-policy/>. All full disclosures must be indicated orally and on a slide at the beginning of the presentation. Session Chairs will be onsite to ensure compliance with these requirements.

### **ARVO RECORDING/PHOTOGRAPHY:**

Recording by any means (photographing, audiotaping, videotaping) of any presentation/session is prohibited, except by an ARVO and Champalimaud Foundation-authorized agent or by First Authors who wish to photograph their poster presentation. Violators risk confiscation of their equipment and dismissal from the Conference as deemed appropriate by ARVO Staff.

### **HOW TO SUBMIT YOUR PRESENTATION ONLINE:**

Advanced Online submission of your presentation files is strongly encouraged. Please upload your completed slides to [our online drive](#) by **Sunday, July 15<sup>th</sup>**. The speaker who submits their presentation via the online link will have faster check-in onsite with the A/V tech. The presentation will be loaded directly on the auditoriums computer. Do not bring a laptop or other media device. Presenters will be allowed to load presentations directly to the computer from a flash drive or CD-ROM. Make sure your first, and the last name is included in the file name so your presentation can be properly identified for easy access to the presentation when onsite. Personal laptop or other personal devices are NOT allowed.

If you submit your presentation in advance, check in with the A/V tech onsite, to review and verify your presentation. When reviewing your presentation, make sure all fonts, images, and animations appear as expected and all audio/video clips are working properly.

**BRING A BACKUP:** Be sure to bring a backup copy of your presentation with you to the Conference. If you plan to upload files on-site, bring two copies.

**PREPARING YOUR PRESENTATION:**

**Computer Equipment:** The computers in the auditorium will accept PowerPoint. Verification of proper performance of your presentation materials with the A/V tech is essential, particularly if video or animation is included in the presentation.

**FORMATS:**

Acceptable formats for presentations:

PowerPoint (.ppt and .pptx)

Adobe Acrobat (.pdf)

Keynote-based

\*Please note that to take full advantage of the widescreen display you should create your presentation in 16:9 aspect ratios.

**VIDEO FORMATS:** The recommended video format for Windows-based presentations is Windows Media (.wmv).

**LAPTOPS:** Personal laptops cannot be used. You must load your files via the link provided by Sunday, July 15<sup>th</sup> or onsite with the A/V technician who will provide support of the presentation on alternate media (see a list of acceptable formats above).

Please note that Internet access will **NOT** be available in the session room during your presentation.

**ON-SITE PRESENTATION UPLOADS:**

ARVO strongly encourages you to submit your presentation slides in advance, however, if you choose to upload your presentation onsite, please provide your USB memory stick to the A/V tech the day before your presentation or morning or during breakfast before your presentation schedule. If you are unable to find the A/V tech, ARVO Staff will be at the registration desk to assist you with this task.

**DURING YOUR PRESENTATION:**

Proper Microphone Usage - Speak up to be heard! Please use the lavalier microphone and place it directly below your chin. As you turn your head during your presentation, you will still be heard. If you must use the podium microphone, you must speak closely into the mic to be heard.

**IN-ROOM TECH SUPPORT:**

The conference room will be staffed with an AV technician who will assist in starting each presentation.

**CONTACT INFORMATION:**

For general questions about the Ocular Oncogenesis and Oncology Conference or your presentation, contact ARVO by email: [ooo@arvo.org](mailto:ooo@arvo.org).