Poster Presentation Guidelines

CONFERENCE REGISTRATION:
All presenters must register and pay the fees to attend the Ocular Oncogenesis and Oncology Conference. Presenters are strongly encouraged to register before the Meeting starts.

- Advance registration ends Friday, July 6, 2018, 17:00 U.S. ET.

Poster session schedule:
- Thursday, July 19, 2018, 15:00 – 16:30 - Session 1: Basic Science Research
- Friday, July 20, 2018, 14:30 – 16:00 Poster Session 2: Clinical research

Posters will be on display Thursday and Friday from 8:00 – 17:30.

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:
- Fully disclose all commercial relationships relevant to the subject matter for themselves, their spouse/partner and all authors of the abstract for the prior 12 months
- Design a presentation that is independent, objective, scientifically rigorous, balanced and free of bias
- Assure that scientific studies utilized or referenced in your presentation are from sources acceptable to the scientific and medical community

DISCLOSURES:
Full disclosure must be indicated orally and listed on the poster. 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 abstract 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: [https://www.arvo.org/About/policies/commercial-relationships-policy/](https://www.arvo.org/About/policies/commercial-relationships-policy/). Session Chairs will be onsite to ensure compliance with all requirements.

ABSTRACT WITHDRAWAL AND SUBSTITUTE PRESENTER POLICY:
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 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.

ARVO RECORDING/PHOTOGRAPHY POLICY:
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.

POSTERBOARD DIMENSIONS AND DETAILS
- The image area of the poster board is a maximum of 94 cm (37”) wide by 191 cm (75”) high (vertical paper size layout). Materials, including the title, may not extend beyond the image area.
Presenters must bring any other supplies for mounting, such as scissors.

**Mounting**: Tape, Velcro, or spray adhesive must not be applied to poster boards, or you will be charged for the damage they cause. *Push pins will be available onsite.*

### POSTER DESIGN

- 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.
- 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 or presentation slides 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 health care goods or services consumed by, or used on, patients.
- Post your abstract’s unique Presentation (Program) Number in large type adjacent to the title of your poster.
- Your Presentation (Program) Number was provided in your Abstract Scheduling Notification email sent to you on April 20th from ooo@arvo.org.
- The Poster Board Number (alpha/numeric format similar to PB0100) 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 April 20th.
  - 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 PRINTING:

Poster printing is the responsibility of the presenter and is not available through ARVO.

### POSTER BOARD LOCATION:

- Poster boards will be located in the Exhibition Hall near to the auditorium and the Darwin’s Café, in the Champalimaud Foundation.
- Each poster board is marked with an ID #.
- Please refer to your ARVO Abstract Notification email, sent on April 20, 2018, to determine your poster board ID #.

### REMOVAL OF POSTER MATERIALS:

Posters must remain on display throughout on Thursday, July 19 and Friday, July 20. Posters must be removed no later than **17:30 on Friday, July 20.**

**Posters remaining on the poster board after 17:30 on Friday, July 20 will be removed and discarded.** ARVO is not responsible for poster materials left behind.

### CONTACT INFORMATION:

For general questions about the Ocular Oncogenesis and Oncology Conference, contact ooo@arvo.org.