Paper/Invited Speaker/SIG Presentation Guidelines

Online Advance Presentation Upload Due Date: Wednesday, April 29, 5 pm U.S. ET (*see Audiovisual information page 5).*

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.
- Full-Meeting complimentary exhibitor registration does not qualify as a paid registration for a presenting author.
- Early registration discounts end Friday, March 6, 2020.

Sunday Presenters are strongly encouraged to register/print their meeting badges on Saturday.
Saturday - Wednesday Registration and Badge Printing: 7 am – 6 pm at the Baltimore Convention Center
Thursday Registration and Badge Printing: 7 am – 2 pm at the Baltimore Convention Center

Satellite Badge Printing:
Saturday - 7 am – 9 pm
Sunday – 7 am – 3 pm
Bring your email confirmation with QR code to an ARVO kiosk to print your badge at:

> **Hilton Baltimore Inner Harbor**
> 401 West Pratt Street
> Baltimore, MD 21201 - USA

PRESENTATION CONTENT
Abstract Presentations in Paper Sessions: Scheduled in 15-minute blocks for each abstract – 10 minutes for the presentation and 5 minutes for discussion. Abstract presentations may not exceed the 15-minute time block.

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.

Invited Speaker Presentations: Lengths are determined by the Invited Speaker session organizers. Log on to the Online Planner for complete session details. The Online Planner will be linked from the 2020 Annual Meeting homepage in early March.

SIG Presentations: A maximum of three speakers or a panel of five panelists will provide an introduction to the issue, pose questions, and then open the floor for discussion. Of the total 90-minute SIG Meeting time, no more than 35

minutes may be used for prepared presentations. The remaining 55 minutes (or more) must be used for open discussion.

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.**
- If you cannot present, you must follow the ARVO Abstract Withdrawal and Substitute Presenter Policy.
- A co-author who is not pre-approved by Meeting Management as a Substitute Presenter or any other colleague who is not a co-author on the abstract will not be allowed to present the abstract on your behalf.
- Failure to comply with the Abstract Withdrawal and Substitute Presenter Policy will result in your ineligibility to submit an abstract as the First Author for the 2021 Annual Meeting.

CONTINUING MEDICAL EDUCATION (CME)
The ARVO Annual Meeting is a CME-certified activity. As such, all presenters are required to comply with the following requirements which address requirements of the Accreditation Council for Continuing Medical Education (ACCME) to help ensure independence in CME Activities:
- Fully disclose any personal financial interest or relationship(s) that you, your spouse/partner, and your co-authors may have with a commercial interest within the last 12 months that is relevant to the presentation content (see **DISCLOSURES** below).
- 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. The 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.

DISCLOSURES
- **Presenters must fully disclose to ARVO and the session participants all financial relationships with commercial interests relevant to the subject matter for the prior 12 months for themselves, their spouse/partner, and all co-authors of the presentation.**
    - A *commercial interest* is any entity producing, marketing, reselling, or distributing health care goods or services consumed by, or used on, patients.
- *Relevant* financial relationships are financial relationships in any amount, which occurred in the 12 months preceding the time that the individual was asked to assume a role controlling the content of the CME activity, and which relate to the content of the educational activity, causing a *conflict of interest*. Full disclosure will include the name(s) of the commercial interest and the nature of the relationship(s). "None" must be noted if no relationships exist.
- **Relevant financial relationships must be disclosed VERBALLY before the start of the presentation.**
    - Presenting Authors must orally disclose to the session participants at the beginning of the presentation all commercial relationships relevant to the abstract's subject matter for the prior 12 months for themselves and their spouse or partner. Full disclosure will include the name(s) of the commercial interest and the nature of the relationship(s). State "None" if no relationships exist.
- **PRESENTING AUTHORS SHOULD NOT INCLUDE A DISCLOSURE SLIDE AT THE START OF THEIR PRESENTATION.**
    - ARVO will provide the Presenter Disclosure Slide for display at the beginning of each presentation
- The Presenter Disclosure Slide will be displayed by the in-room AV Tech while the Moderator is introducing the Presenter, and the Presenter is verbally disclosing all relevant financial relationships.
- After the disclosure, the slide has been displayed, and verbal disclosure given by the Presenting Author, control of the slide display, will be transferred to the Presenter to begin their presentation.
- Moderators will be on-site to ensure compliance with these requirements.

- View the ARVO Commercial Relationships Policy for complete reporting requirements and Disclosure Codes/Definitions.
- 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.

RECORDING CONSENT

During your presentation upload process, you may have an option to grant ARVO permission to record your presentation and have it considered for distribution via ARVO Education Online.

- When uploading your presentation, look for the Presentation Recording Opt-in checkbox prior to uploading your presentation.
- **Note:** Recorded presentations will be selected based on the quality of the recording and the content gaps within the ARVO Education Online library.
- Questions regarding presentation recording consent should be directed to education@arvo.org.

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.

PREPARING YOUR PRESENTATION

- 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.
- The use of the ARVO logo on your presentation slides is prohibited.

View Projection's presentation style guide for tips on how to make your presentation clear, concise, and appealing to your audience.

16:9 High Definition Projection in all session rooms

Computer systems and projectors will display at 1920x1080 resolutions. This high definition display will enhance the quality of your presentation by providing a bright and clear display in the session room.

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

Recent versions of PowerPoint default to a 16:9 widescreen display. For other versions of PowerPoint, click on the "Design" tab. Click "Page Setup." PowerPoint will default to Slides sized for: "On-screen Show (4:3)". Change the setting to "On-screen Show (16:9) and click OK. (See below)
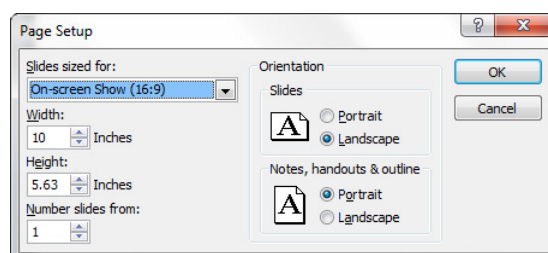
Apple Keynote users have a choice of creating the presentation in "Standard or Wide Aspect Ratio" If you have created the presentation in Standard Aspect Ratio, you can change it to Wide by choosing View: Inspector: Document and choosing Widescreen under Slide Size.

If you do not format your presentation at 16:9, the presentation will fill the screen from top to bottom but will display with black bars to the left and right of your slides.

AUDIOVISUAL INFORMATION
Acceptable Formats:

- PowerPoint 2019 or earlier version
- Preferred video format: .wmv or .mp4
- Acceptable video formats: .mov, .avi, .mpg, .mp4, .wmv (Other formats may not be compatible or may require conversion in the Speaker Ready Room; please allow extra time.)
- PDF Reader: Adobe Acrobat
- Unix Users: Bring HTML Files or Adobe Acrobat
- Keynote (Important: If you are planning to use Apple's Keynote software, please read the information on this hyperlinked page)
- If you bring your presentation on a USB Drive to the Speaker Ready Room, the drive should be PC-formatted.

COMPUTER EQUIPMENT
Each session room is equipped with a Presentation Windows PC and a Mac. An operator will control the display of either machine to the audience. A confidence monitor is provided and will mirror what the audience sees.
Notes:
- Presenter View is not supported. You will want to print your notes for your reference.
- Personal laptops or other media devices CANNOT be used for presentations in the session rooms.

PC Configuration
- Processor: a minimum Core i7 2.93 GHz
- 16 GB RAM
- 1920 x 1080 at 24 bit color depth (1080P 16:9 HD Resolution)
- Microsoft Windows 10 Professional (fully updated)
- Microsoft Office 2019 Professional (fully updated)
- Windows Media Player (Version 12)
- Flash Player (Latest Version)
- Adobe Acrobat Reader (Latest Version)

Mac Configuration
- Processor: a minimum Core i5 2.6 GHz
- 16 GB RAM
- 1920 x 1080 at 24 bit color depth (1080P 16:9 HD Resolution)
- Mac OS 10.14 (Mojave)
- Microsoft Office 2019 for Mac (fully updated)
- Apple Keynote 9.2
- QuickTime Player (Latest Version)
- Flash Player (Latest Version)
- Adobe Acrobat Reader (Latest Version)

Other Equipment
Each session room is equipped with a computer, data projector, and a laser pointer.

No Internet Access
Please note that Internet access will **NOT** be available in the session room during your presentation.

PRESENTATION UPLOAD
You must upload your files online in advance of the meeting by Wednesday, April 29, 5 pm U.S. ET or onsite in Speaker Ready Room

- Twenty-four hours before the presentation but at least 4 hours before the start of your presentation's session.
- All presenters must preview their upload onsite in Speaker Ready Room at least 4 hours before the start of their presentation's session to ensure that their presentation will display as intended.
- **If you are speaking in more than one session**, you must put your presentations in separate folders on your device, labeled clearly indicating the appropriate sessions. Do not put more than one presenter's files on the same device. Each presenter must have his/her own media.
- Please make sure to upload all the videos and fonts required for your presentation. Any movies, sounds, or fonts not included in your online upload folder will cause your presentation to fail in the meeting room. If the size of your video file is too large to upload, bring it to the Speaker Ready Room **the day before your presentation**.

Do not bring a laptop or other media device to the session room. THERE ARE NO EXCEPTIONS TO THIS POLICY.
Rooms are set with computers at a Technician Table and not at the head table. All of the equipment is pre-set and cannot be disconnected. There is no provision to connect a personal laptop at the head table. This ensures a quick turnaround between presenters and maintains the integrity of the digital AV signal flow to insure no video signal issues.

SPEAKER READY ROOM SECURITY
- Speakers will need to provide identification to submit their presentation and to access it in the Speaker Ready Room.
- All media are returned to the speaker once it is loaded on the server. Be sure to label all media with your name and session information. Speaker Ready Room personnel are not responsible for unlabeled devices.
- Cameras and video equipment are not permitted in the Speaker Ready Room.

ONSITE CHECK-IN
All Speakers are required to check in to Speaker Ready Room, preferably the day before, but no later than 4 hours prior to, the start of your presentation's session. This refers to the *session* start time, not your presentation start time. If you are unavoidably delayed, you must still go directly to the Speaker Ready Room.

Checking in at Speaker Ready Room: 331 at least 4 hours before your presentation is the most important step you can take to ensure your presentation is a success.

Speaker Ready Room: 331 will be available during the following times:

Friday, May 1	4 pm – 9 pm
Saturday, May 2	7 am – 6 pm
Sunday, May 3	7 am – 6 pm
Monday, May 4	7 am – 6 pm
Tuesday, May 5	7 am – 6 pm
Wednesday, May 6	7 am – 6 pm
Thursday, May 7	7 am – 2 pm

It is extremely important to review your presentation in the Speaker Ready Room. The computers in the meeting rooms are the same as the computers in the Speaker Ready Room, therefore:

IF THE PRESENTATION DOES NOT PLAY PROPERLY IN SPEAKER READY ROOM, IT WILL NOT PLAY PROPERLY IN THE MEETING ROOM.

When you have completed your review of your presentation, you must CHECK OUT with an AV Tech in the room to ensure that any changes made have been saved and that no additional changes are inadvertently made from your open files.

DURING YOUR PRESENTATION
Proper Microphone Usage - **Speak up to be heard!**
Please use the lavaliere 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
Each session room will be staffed with an AV technician who will assist in starting each presentation.
Once the presentation is launched, the speaker will control the program from the podium using a computer mouse or the up/down/right/left keys on a keyboard.

Mac Users – Slide Control
Please note that we will be using a two-button PC mouse in the Presentation Rooms. If you are using the mouse to advance your slides on the Mac, a Right Click on the mouse does not "go back one slide" (as it would on the PC) but brings up a menu. Please use the Arrow Keys on the provided Keyboard at the podium if you want to move backward in your presentation. (Left Arrow moves back, Right Arrow moves forward.)

CONTACT INFORMATION
For general questions about the ARVO Annual Meeting program, your presentation, etc., contact ARVO by email: arvoabstracts@arvo.org.

For questions about AV equipment and presentation uploads, contact Presentation Support at: arvo@projection.com.