



Paper/Invited Speaker Presentation Guidelines

Annual Meeting Registration

All presenters must [register](#) and pay the fees to attend the Annual Meeting.

- Membership dues 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 Friday, March 8, 2024.

Badge pickup hours (PT)

Location: Seattle Convention Center

Badge pickup hours (PT)

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Saturday, May 4: 7am – 6pm

Sunday, May 5 – Wednesday, May 8: 7am-6pm

Thursday, May 9: 7am-2:30pm

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

Presentation Content

Paper presenters

- Presentations may be up to 10 minutes. A 5-minute Q&A/transition time will follow.
- Present the same work described in the abstract, with the same title and content, and 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 the presentation.
- Design a presentation that is independent, objective, scientifically rigorous, balanced, and commercial bias-free.
- 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.

Invited presenters.

- Your session organizer determines the length and content of your presentation. Please refer to your invitation or contact them directly for details.

All presenters

- Do not use corporate logos, registered trademarks, trade names, or product-group messages of ineligible companies. *Ineligible companies* are those whose primary business is producing, marketing, selling, re-selling, or distributing healthcare products used by or on patients.
- The use of the ARVO logo on your presentation slides is prohibited.
- **Presenting authors should NOT include a disclosure slide at the start of their presentation.** ARVO will provide a session disclosure slide for display before each presentation.

Designing Slides

- Keep slides simple and uncluttered.
- Use an easy-to-read font (e.g., Verdana, Arial).
- Use a 28-point font or larger.
- Use a dark background (e.g., black dark blue) and white font or a light background (e.g., white, pastel color) with black font.
- When presenting data, use different colors, rather than shades of the same color.
- Describe information and data being presented visually.
- View Projection's [presentation style guide](#) for additional tips on how to make your presentation clear, concise, and appealing to your audience.

Formatting Slides

- To take full advantage of the widescreen display, you should create your presentation in 16:9 aspect ratios.
- Acceptable formats for slides include:
 - PowerPoint 365 or earlier version
 - Preferred video format: .wmv or .mp4
 - Acceptable video formats: .mov, .avi, .mpg, .mp4, .wmv (Other formats may not be compatible or require conversion in the Speaker Ready Room; please allow extra time.)
 - PDF Reader: Adobe Acrobat
 - Unix Users: Bring HTML Files or Adobe Acrobat
 - If you plan to use Apple's Keynote Software, please upload or bring a backup PDF version of your presentation.
 - If you bring your presentation on a USB Drive to the Speaker Ready Room, the drive should be PC-formatted.

Disclosures

- Presenters must verbally disclose all their financial relationships with ineligible companies from the prior 24 months. If relationship changes occurred since the abstract was submitted, the presenter must inform ARVO of the changes and include them in the verbal disclosure.
 - 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.
- Moderators will be on-site to ensure compliance with these requirements.

Continuing Medical Education (CME)

The ARVO Annual Meeting is an accredited continuing education activity. As such, all presenters are required to comply with the presentation requirements outlined in this document. The Accreditation Council for Continuing Medical Education (ACCME) sets and enforces these requirements to ensure independence in accredited activities.

Presentation Upload

Presenters must upload files online (<https://uploads.projectionnet.com/arvo2024/Login.aspx> available April 12) in advance or onsite in Speaker Ready Room: 603.

- Files must be uploaded at least 4 hours before the session starts.
- All presenters must preview their upload onsite in the Speaker Ready Room at least 4 hours before the session starts to ensure it will display as intended.
- If you speak in multiple sessions, each presentation must be in separate folders on your device, labeled clearly to indicate the appropriate sessions. Do not put more than one presenter's files on the same device. Each presenter must have his/her own media.

- 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 your video file size 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.

Onsite Check-in

Presenters are required to check in to the Speaker Ready Room, preferably the day before, but no later than 4 hours before the start of your session. If you are unavoidably delayed, you must **go directly** to the Speaker Ready Room.

Speaker Ready Room (603) hours (PT):

Saturday, May 4: 7 am - 7 pm

Sunday, May 5 - Wednesday, May 8: 7 am – 6 pm

Thursday, May 9: 7 am - 2:30 pm

It is essential to review your presentation in the Speaker Ready Room. The computers in the meeting rooms are the same as those in the Speaker Ready Room; therefore, if the presentation does not play properly in the Speaker Ready Room, it will not play properly in the meeting room.

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

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
- 32 GB RAM
- 1920 x 1080 at 24-bit color depth (16:9 High Definition)
- Microsoft Windows 10 Professional (fully updated)
- Microsoft Office 2021 Professional (fully updated)
- Windows Media Player (Version 12)
- Adobe Acrobat Reader (Latest Version)

Mac Configuration

- Processor: Apple Silicon M2
- 16 GB RAM
- 1920 x 1080 at 24-bit color depth (1080P 16:9 High Definition)
- Mac OS 13.x (Ventura)
- Microsoft Office 2021 for MAC (fully updated)
- Apple Keynote 13. x
- Preview for PDF viewing

Other Equipment

Each session room has a computer, data projector, and laser pointer.

No Internet Access

Please note that Internet access will **NOT** be available on the presentation computer. You will need to include any web-based content in your slides.

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, follow the procedures outlined in the [Abstract Withdrawal and Substitute Presenter Policy](#). A co-author 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 for the 2025 Annual Meeting. **Moderators and staff will be onsite to ensure compliance with all requirements.**

ARVO Recording/Photography Policy

By our culture of academic integrity, recording by any means including, but not limited to, photographing, audiotaping, videotaping, screen capturing, and/or screen recording of any presentations or sessions — whether virtual or in-person — at or during any ARVO Meeting is strictly prohibited.

Exceptions include recording by an ARVO-authorized agent for official purposes or by first authors who wish to capture their presentations. Violators risk confiscating their equipment and/or dismissal/banning from the Meeting as deemed appropriate by ARVO.

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.

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