



## Speaker Presentation Guidelines – E-Poster

The Congress Committee appreciate your contribution to and agreeing to present at the upcoming 14<sup>th</sup> APVRS Congress. This document has been prepared to assist you with planning a successful presentation for APVRS 2021 Virtual.

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## 1. Registration

All submitted speakers will enjoy complimentary registration this year. Please remember to complete the registration procedure at <http://congress.apvrs.org/>. For complete guideline for registration and profile update, please visit [here](#).

For those who had paid their registration fees, refunds will be issued upon a written request email from accepted authors, and all refunds will be issued after congress. The deadline for submitting the refund request is **October 31, 2021 (Sun)**. For more details, please visit <https://2021.apvrs.org/registration/>.

## 2. Preparing Your E-Poster

All posters should be a visual presentation of your submitted abstract.

**Format:** Please convert a poster into a **PDF** file from the sample e-poster pptx file.

**Financial Disclosures:** Financial interest(s), if any, **MUST** be disclosed and included in the poster. Presentations made at the Congress must not be used to promote a commercial product.

**Design:** It is mandatory to insert our congress banner on top of the e-poster. Font size is specified in the sample e-poster. Choose Arial or another font that can be read clearly at a distance. Put light-colored fonts on dark backgrounds and dark fonts on light-colored backgrounds so that viewers can see the text clearly. Remember, overcrowding a poster slide makes it difficult to read. Help your readers by providing clear labels or headings for each section of your presentation.

**References:** Please include eight pertinent references at most.

**Tables** should be simple and easy to follow. Minimum font size for data in tables is 10 point. All graphs and tables must be embedded in your file. The **legend** of a figure should appear below the figure.

**Do not** insert or embed any videos in your presentation.

Please ensure that you have **permission to use any images** you include in the e-poster. This includes a license for copyrighted materials and consent forms from patients who are recognizable in photographs or images.



**E-Poster Presentation**

The presenters can prepare an audio recording (maximum length: 3 minutes) to accompany their poster presentation (**optional**). The recording should be uploaded to the APVRS Congress system at <http://congress.apvrs.org/> by **October 31, 2021 (Sunday, GMT+8)** using Congress login/APAO ID login details.

A **QR code**, which will be displayed on each poster, can be downloaded from the Congress system. After you have uploaded the audio annotation to the congress system, you may download the AR code and insert it to your e-poster file. When the QR code is scanned, viewers will be directed to a link where they can hear the recording prepared by the poster presenter.



**3. Submitting Your Presentation(s)**

Speakers must register and upload their e-posters (with audio recording(s), if any) to Congress System **no later than October 31, 2021 (Sun), 23:59 (GMT+8)**. **Kindly note that all speakers must complete the registration process for abstract presentation submissions.**

Files uploaded after the deadline may NOT be able to be incorporated into the program. Before submitting your pre-recording, please make sure your e-poster can be viewed without any failure.

Resubmission requests after the said deadline may not be considered. When you are ready to submit, you may upload your e-poster by clicking “Upload PDF” under Abstracts > Abstract Submission.



All presentations will be on demand for viewing until March 31, 2022. If you have any concerns, please contact [winnieho@apvrs.org](mailto:winnieho@apvrs.org).