

ASMHK-ASNOS-APSOOP 2024 – Poster Presenter Guidelines


1. Preparing your e-poster

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

- Format: Please convert a poster into JPG file from the sample e-poster ppts file
- Financial disclosure: 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 recommended to use our suggested template for the poster. Suitable font size is recommended, choose Arial or another font that can be read clearly at distance. Put light-colored fonts on dark backgrounds and dark fonts on light-colored backgrounds so that viewers can see the text clearly. Avoid overcrowding a poster slide, as it 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.

2. E-Poster Audio Presentation

- To make the poster presentation more interactive, the presenters can prepare an audio recording (maximum length: 3 minutes) to accompany their poster presentation. The recording should be uploaded to the Congress system at <https://congress.asmhk-asnos2024.com/> by November 24, 2024 (Sunday, GMT+8) using ASMHK-ASNOS-APSOOP 2024 Congress 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 QR code and insert it into 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.

| Ref Id | First Preference | Title | Role | Status | Result | Action |
|---|------------------|-------|---|-----------|--------------------|--|
| 200155  Download QR code | Poster | 123 | Role: First Author First Author: Angela LAI Submitter: Angela LAI | Submitted | Selected as Poster | View Delete Revise Upload Audio Upload JPG |

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 November 24 (Sun), 23:59 (GMT+8). Kindly note that all speakers must complete the registration process for abstract presentation submissions.

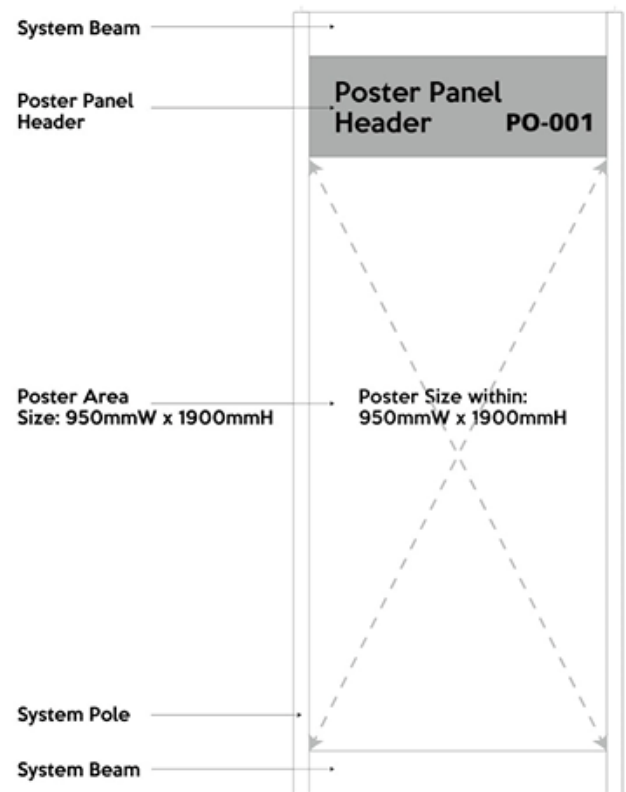
- Files uploaded after the deadline may NOT be able to be incorporated into the program. Before submitting, please make sure your e-poster can be viewed without any failure.
- Resubmission requests after the said deadline may not be considered. When you are ready to submit, you may upload your e-poster by clicking “Upload JPG” under Abstracts > Abstract Submission.

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- All presentations will be on demand for viewing until February 8, 2025. If you have any concerns, please contact info@asmhk-asnos2024.com.

4. In case your poster has been selected as the physical poster presentation:

- **Poster Size:** The poster should be designed to be mounted on a poster board. It should be in portrait orientation.
Dimensions: within 95cm (W)*190cm (H)
- **Poster Number:** The poster number will be placed in the top corner of the board by the Congress Secretariat. Please make sure you mount your poster on the board with the number assigned to you.
- **Poster Mounting:** Please use the pushpins/tape provided by the Congress Secretariat for mounting your poster onto the poster board.
- **Poster Layout:** The contents should be clearly structured under the headings of Purpose, Methods, Results, and Conclusions. Heading fonts should be larger in size than body text. Make sure the poster is not too crowded and that there is enough blank space.
- **Poster Design:** Posters can be designed using computer programs such as PowerPoint, Corel Draw or Adobe InDesign. White text on a dark background may be used, but only sparingly. In general, white, muted or pastel backgrounds with black text are the best options. Use an appropriate balance of text and images to convey your message in an easy-to-read way.



- For Poster under Neuro-ophthalmology, you are encouraged to use the Better Poster Format suggested by NANOS. You may refer to the video link (<https://youtu.be/1RwJbhkCA58?si=qgTK04WY18bmTYz2>) for further details.

- Text & Font Size: The text should be concise in order to ensure good visibility at approximately 3 feet. Include all the most important ideas, but not necessarily all finer details. The font size of the body text must not be smaller than 20 point. Text should be single-spaced. Do not use ALL UPPER CASE TEXT because it is difficult to read.
- Tables: Tables should be simple and easy to follow.
- Illustrations: The legend of a figure should appear below the figure. Illustrations are more appealing if they are in color.
- References: Please include eight pertinent references at most.
- Permission of Images: Please ensure that you have permission to use any images you include in the poster. This includes a license for copyrighted materials and consent forms from patients who are recognizable in photographs or images.
- Financial Interest: 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.