



## E-Poster Presentation Guidelines

### Introduction

The Congress Committee thanks you for agreeing to present at the upcoming 12th APVRS Congress at Coex, Seoul, Korea. This document has been prepared to assist you with planning a successful presentation for APVRS 2018.

### Registration

All e-poster presenters must register and pay the applicable registration fees to remain in the program. Presenters who fail to pay registration fees risk being removed from the program at the discretion of the Program Committee. There is no reduced registration fee for presenters. Please go to the Registration page on the Congress website at <http://congress.apvrs.org/>.

The APVRS 2018 Congress registration desk is located at G/F, North Gate of COEX and will operate during the times listed below:

Date	Time
December 13, 2018	15:00 – 18:00
December 14 – 15, 2018	07:30 – 18:00
December 16, 2017	07:30 – 14:30

On arrival at the Congress, collect your badge and other materials at the registration desk. During the opening hours noted above, staff will be available to answer your questions and provide information about the Congress, venue and surrounds.

### E-Poster Stations

G/F, Exhibition Hall, Coex

### E-Poster Guidelines

- \* All posters should be a visual presentation of your submitted abstract.
- \* Please convert a poster in a **single-slide PDF** file as per the sample 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.
- \* **Tables** should be simple and easy to follow. Minimum font size for data in tables is 10 points. 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.
- \* 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.
- \* Please include eight pertinent **references** at most.
- \* 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.
- \* **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.
- \* Please upload your e-poster slide to the APVRS Congress system at <http://congress.apvrs.org/> with the log in details given in the cover email **by November 20, 2018**.

### E-Poster Presentation

- \* The presenters can prepare an audio recording (maximum length: 3 minutes) to accompany their poster presentation. The recording should be uploaded to the APVRS Congress system at <http://congress.apvrs.org/> **by November 20, 2018**, with the log in details given in the cover email.
- \* A QR code can be downloaded from the Congress system for each poster that has an accompanying recording and will be printed along with the poster. Please insert your recording into your e-poster file. Viewers will be directed to a link where they can hear the recording prepared by the poster presenter when the QR code is scanned.
- \* Presenters will automatically be eliminated from the program if no recording or image is provided.
- \* The first authors of each e-poster, who are the presenters, will be given a 'program participant' ribbon that they can attach to their delegate badge to recognize their participation in the submitted program.
- \* We will also display your e-poster in the Congress app.

### Submission Deadline

- \* All files must be submitted by **November 20, 2018, 11:59 pm (GMT +8)**. It is not mandatory to prepare a recording. Authors can submit only the e-poster slide.
- \* Failure to upload the e-poster by the deadline will be considered as last-minute withdrawal.