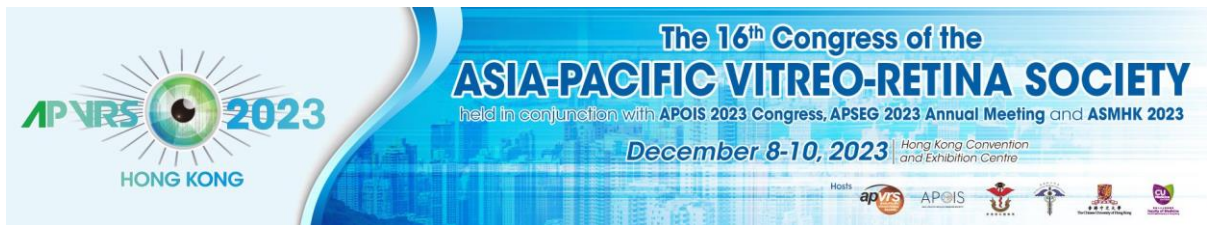


**APVRS 2023 Hong Kong – E-Poster Presenter Guidelines**

The Congress Committee thanks you for agreeing to present at the upcoming 16<sup>th</sup> APVRS Congress. This document has been prepared to assist you with planning a successful presentation for APVRS 2023 Hong Kong.

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## 1. 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 2023 Congress registration desk is located Hall 5FG Concourse and will operate during the following hours:

Date	Time
December 7, 2023 (Thu)	15:00 – 18:30
December 8, 2023 (Fri)	07:30 – 18:30
December 9, 2023 (Sat)	07:30 – 18:30
December 10, 2023 (Sun)	07:30 – 13:45

On arrival at the Congress, collect your badge and other materials at the registration (**Hall 5FG Concourse**). During the opening hours noted above, staff will be available to answer your questions and provide information about the Congress, venue, and surrounds.

### Onsite E-Poster Stations

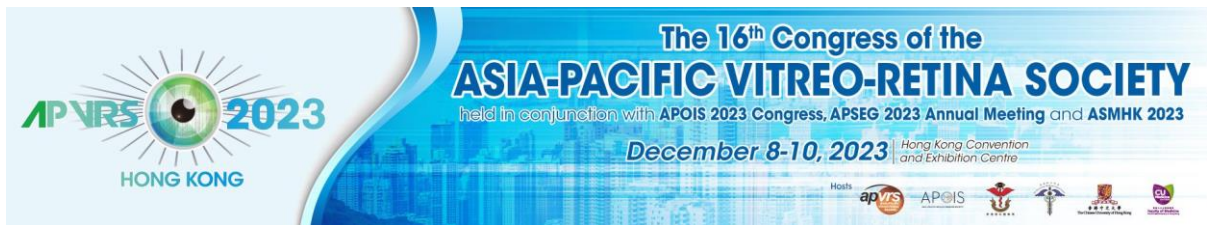
Hall 5F

*\*E-Posters will be also displayed on our congress website, <https://2023.apvrs.org/abstract/>.*

## 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 Audio 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 26, 2023 (Sunday, GMT+8)** using APVRS 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.



### **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 26 (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 PDF” under Abstracts > Abstract Submission.



All presentations will be on demand for viewing until March 8, 2024. If you have any concerns, please contact [secretariat@apvrs.org](mailto:secretariat@apvrs.org).