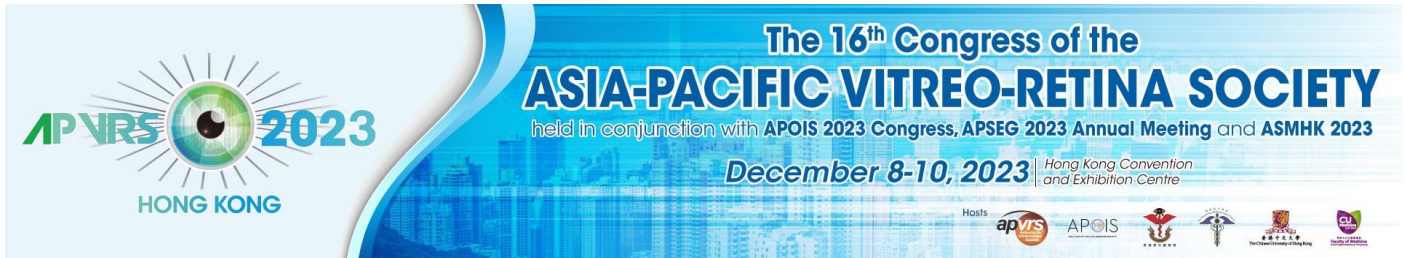**APVRS 2023 Hong Kong - Free Paper Presenter Guidelines**

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

Contents

1. Registration

All free paper 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 at Hall 5FG Concourse and will operate during the following hours:

Date	Time
December 8, 2023	07:30 – 18:30
December 9, 2023	07:30 – 18:30
December 10, 2023	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.

2. Preparing Your Presentation

Affiliation and Financial Disclosure: Financial disclosure must be made by every speaker for every presentation irrespective of whether the financial interests are relevant to that particular presentation. The second slide of every presentation must be on disclosure. If there is no financial interest, please put 'Financial Disclosure: Nil' on the slide.

Videos: The audio-visual system used at the Congress will be Microsoft Office PowerPoint. Any video clips within your presentation should be **MP4** encoded to H.264, **AVI** or **WMV format** playable in PowerPoint. Please do **NOT** use **.mov** (QuickTime) or **.3pg** files, which are NOT supported in PowerPoint for Windows. Please test the video beforehand to ensure that it loads quickly enough during the presentation.

IMPORTANT NOTE: Please embed your video in the PowerPoint presentation using the INSERT function. Please do NOT use 'link to file,' as the link will fail to work when your PowerPoint is played on a different computer from yours.

DVDs/CDs: Please note that videos on DVDs/CDs will fail to work during a PowerPoint presentation session. Only PowerPoint presentations with video(s) **inserted** will work well.

Font: Only standard fonts that are installed in Microsoft Office 2010 will be supported. If you need a special font, it should be **embedded** in your PowerPoint presentation. This website shows you how to embed fonts for a consistent text appearance across systems in PowerPoint. Use font styles and sizes that are easy to read, with larger sizes for
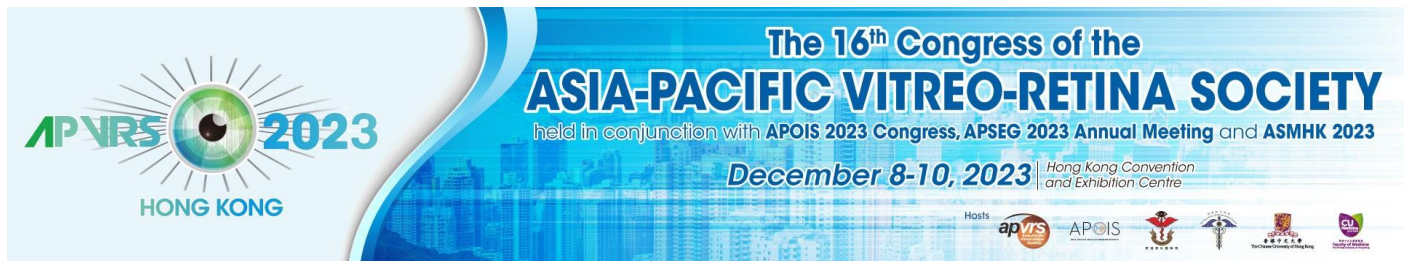
titles and headings. Additionally, do not crowd too much text onto the slides.

Images: Presenters may use images in their presentations, where relevant. It is the presenters' responsibility to ensure they have the right to use the images in their presentations. As presentations will be played from a computer via a projector, presentations with large file sizes or photographs should have the photos compressed to 96 dpi for screen/web. This will decrease the file size without affecting the image quality. This feature is available within PowerPoint in the picture toolbar. Use graphs rather than just figures and words to make data easier to comprehend. Ensure that graphs and other illustrations are simple with limited text.

Design: Background colors should either be dark with light font color or vice versa. For best visibility, the font color should be white or yellow on a dark background. Use illustrations only if they enhance your presentation or clarify an idea. Remember that the slides are meant to enhance your presentation, not distract from it. Do not complicate your visual presentation with too many special effects.

Content: To ensure your presentation caters to a wide-ranging audience, please carefully explain the background of your abstract and provide clarity on the topic you are discussing. Thus, all Congress attendees – from medical students to experienced specialists – should be able to engage with the information.

Language: All presentations are to be made in **English**.

Presentation Schedule: The presentation schedule shall be available on the congress website once available https://2023.apvrs.org/program-schedule/. You can also log in to your Congress account to check your involvement summary and look for any updates before you prepare your PowerPoint presentation.

Presentation Duration: Each session is 90 minutes. The duration of each presentation will depend on the number of speakers in a particular session. The APVRS Secretariat shall notify the session time and details in due course.

3. Presentation Guidelines

Please read the information below carefully for the presentation guidelines.

Speakers can choose to submit the presentation file(s) via:

(1) **Virtual Speaker Ready Room** (Till November 26, 2023), or

(2) **Physical Speaker Ready Room** (December 7 - 10, 2023)

Submission of Presentation	
Submission Portal	**Details**
Speakers are NOT allowed to use your own laptop/Macbook for presentations. Speakers must upload their slides to speaker ready room in advance.	
1. Virtual Speaker Ready Room	• Speakers should upload the PowerPoint presentation slides to our virtual speaker-ready room through the congress system by **23:59 November 26 2023 (Sunday, GMT+8).** • Speakers are strongly encouraged to upload their presentation files to the Virtual Speaker Ready Room in advance to save time and prevent last-minute congestion! • If speakers would like to make further amendments to your presentation file(s) after Nov 26, please visit the physical speaker ready room to reupload your revised file(s) during the Congress.
2. Speaker Ready Room (Venue: S430)	• The computers in the Speaker Ready Room will have the exact same configuration as those in the session rooms. It is imperative that you review your presentation in the Speaker Ready Room where our technicians will help resolve any compatibility and/or formatting issues. • The PowerPoint presentation and video files you have uploaded to the computer in the Speaker Ready Room will be automatically transmitted to the laptop computer at the podium in the session room before your session begins. • Please visit the speaker ready room and upload your presentation **1 hour before your session starts.** • **Operating Hours**:<table><tr><td>**Date**</td><td>**Time**</td></tr><tr><td>December 7, 2023 (Thu)</td><td>15:30 – 18:00</td></tr><tr><td>December 8, 2023 (Fri)</td><td>07:30 – 18:00</td></tr><tr><td>December 9, 2023 (Sat)</td><td>07:30 – 17:00</td></tr><tr><td>December 10, 2023 (Sun)</td><td>07:30 – 15:00</td></tr></table>
On the Day of Your Presentation	

Audio Visual	• The session room will have screens with 16:9 ratio.
	• The session room will be set up with theatre/classroom-style seating.
	• Standard equipment will include:
	  ○ Lectern
	  ○ Microphone
	  ○ Data projection equipment including computer (PC) equipped with Microsoft Office PowerPoint, remote mouse (with laser pointer), computer audio, and a projection screen

Giving Your Presentation	• **Please arrive at the session room at least 5 minutes before the session starts.** **All the sessions will start and end on time, and this will be strictly enforced by the session chairs.** Most session rooms will have only 1 podium. Please be seated in the front row so that you can go up to the podium immediately after the speaker before you have finished his/her presentation. In the event that there are 2 podiums, you must stand at the vacant podium while the speaker before you are still presenting. • You can control your presentation on the laptop computer at the podium with a remote presenter. Speak directly into the microphone. You can wave at the technician in the room if you need any assistance. **Please do NOT overrun**, as every minute that you go over your maximum presentation time is a minute less for presenters later on the agenda. Therefore, all presenters need to be respectful towards their fellow presenters.
Important Notes for Mac Users	• Please note that PowerPoint on Windows cannot play .mov videos. Any video clips within your presentation are to be in either AVI or WMV format playable in PowerPoint. • If your presentation was created on a Mac and converted to run on a PC, you must convert .mov videos to .wmv Windows Media Videos with Quicktime 7 Pro or convert them to .mpg format. Please test the converted videos before you come to the Congress. • If you have difficulty converting your .mov videos or if you have a considerable number of .mov videos to convert, **please make sure you go to the Speaker Ready Room at least 1 hour before your scheduled presentation(s) and ask a technician in the Speaker Ready Room to help you convert the files.**