

## Poster Preparation Guidelines

**Presentation Upload Deadline: Friday, April 16, 11:59 pm U.S. ET**

### PRESENTATION CONTENT

- Present the same work described in the abstract, with the same title and content, and reveal the essential structures (DNA sequences, molecules, etc.), the elements of a novel compound, and/or sufficient identification of new gene compounds as part of the presentation.
- Design a presentation that is independent, objective, scientifically rigorous, balanced, and free of commercial bias.
- Assure that scientific studies utilized or referenced in your presentation are evidence-based sources acceptable to the scientific and medical community.
- Refer to the poster clinic for recommendations to make your poster impactful. [Part I and II](#), [Part III](#), [Part IV](#)

### FORMATTING POSTER

- You are free to use any program to produce the poster as long as you can export it as a PDF.
- For clear results, you should upload a PDF with a 16:9 aspect ratio and a minimum size of 2560x1440. The poster viewer has built-in zoom controls.
  - If using PowerPoint to create your PDF, simply select the widescreen 16:9 slide size (no pixels or measurements needed).
- Avoid the use of blue-green and magenta-violet, which appear gray to your red-green color-blind colleagues.
- Avoid using red or green - up to 5% of the population is red-green color blind.
- Use a layout for your poster that follows the main headings used in your abstract, i.e., Purpose, Methods, Results, and Conclusion.
- If you cannot attend your assigned poster session, consider posting a file with some additional times you will be available.
- The use of the ARVO logo on your poster is prohibited.
- **Do not use industry logos**, registered trademarks, trade names, or product-group messages of any defined commercial interest(s). A *commercial interest* is any entity producing, marketing, re-selling, or distributing health care goods or services consumed by, or used on, patients.
- **Include a disclosure of all financial relationships with commercial interests relevant to the subject matter for the prior 12 months for yourself and your spouse/partner.** View the full ARVO Commercial Relationships Policy [here](#).
- You will have an opportunity to upload an **MP4 video recording** with an overview of your poster. This recording is optional and in addition to, not in place of, the poster PDF.
- You may also upload supplemental PDF or DOC files.
- **All presenter files will be available for attendees to download.**

### RECORDING TECHNICAL INFORMATION (optional)

**Recordings MUST be submitted as MP4 files.** Video-narrated posters maximize engagement. You may choose to include your poster and focus in on different sections during the recording, or just record yourself giving an overview. There is no minimum recording length, but it should not exceed 12 minutes. You can accomplish this by using three common programs:

- PowerPoint (use the latest version to include video):
  - Record your narration with your poster as the slide (<https://support.microsoft.com/en-us/office/record-a-slide-show-with-narration-and-slide-timings-0b9502c6-5f6c-40ae-b1e7-e47d8741161c?ui=en-us&rs=en-us&ad=us>)

- Save the PowerPoint file and export as an MP4 by going to: File > Export> Create a Video> Create Video in Full HD 1080p
- Keynote (does not include video):
  - Record your narration with your poster as the slide (<https://support.apple.com/guide/keynote/record-audio-tan8a5df9cc5/mac>)
  - Export the recording to a movie file by clicking: File>Export to>Movie. Select the options Playback>Slide Recording and Resolution>1080p and export it.
- Zoom:
  - Download the program and sign up for a free account
  - Record your narration (<https://www.youtube.com/watch?v=CR199W7HdC0>)
  - After stopping the recording, end the meeting and Zoom will automatically create an MP4 video file
- Other presentation and editing software may be used as long as your recording can be exported as an MP4 file.

## RECORDING TIPS

- **Accessibility:** For your colleagues' sake, [turn on captioning](#) during your recording and avoid using red/green colors to designate important information.
- **Attire:** Dress in business casual, comfortable clothing that is a solid color and contrasts with your background.
- **Audio:** Record in a small, quiet room, free of background noise and with the door closed.
- **Background:** Use a simple background with a neutral wall color and minimal clutter. Take a few minutes to tidy up any bookshelves or surfaces that will be visible.
- **Camera position:** Place your device on a flat, stable surface with the camera at eye level, using books to raise your computer if necessary. If you are using a mobile device, use a tripod and film in landscape mode using the back camera.
- **Distractions:** Turn off your phone and computer notifications before beginning to record.
- **Framing:** Sit about arm's length from the camera lens and remember to look into the lens when speaking.
- **Lighting:** Use a ring light or a desk lamp positioned right above the lens of your camera for the most even lighting. Alternative, place two small lamps on either side of the camera. Avoid turning on lights positioned overhead or behind you. If you wear glasses, move your lighting a bit further away to minimize glare.
- **References:** Place a script or other reference materials directly above the computer screen or level with the camera so your eyes remain at camera height during the recording.
- **Resolution:** Record using full HD (1080p) for the best quality video.
- **Timing:** Press the record button and wait three seconds before you start speaking to avoid being cut off. At the end, wait three seconds before ending the recording.

**And remember** to make a short test recording, review it, and make any necessary adjustments before recording your full talk.

## PRESENTATION UPLOAD

You must upload your files to the Pathable meeting platform by Friday, April 16, 11:59 pm U.S. ET. This includes your PDF poster, optional MP4 recording and any supplemental PDF or DOC files you wish to include. Failure to upload may result in removing your presentation from the program. Your invitation to upload will be sent on April 1.

## HOSTING CONSENT

The first time you log in to the Pathable virtual meeting platform, you will be required to:

- Grant permission to ARVO to host your presentation materials in the Pathable virtual meeting platform until June 30, 2021.
- Confirm that all materials you are uploading are cleared for copyright.
- Questions regarding presentation hosting consent should be directed to [arvoabstracts@arvo.org](mailto:arvoabstracts@arvo.org).

**NEED HELP?** Contact ARVO by email: [arvoabstracts@arvo.org](mailto:arvoabstracts@arvo.org).