Poster Presentation Guidelines

Introduction

The Congress Committee thanks you for agreeing to present at the upcoming 13th APVRS Congress in Shanghai, China. This document has been prepared to assist you with planning a successful presentation for APVRS 2019.

Registration

All 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 2019 Congress registration desk is located on the 2/F, Hall 4.2 of National Exhibition and Convention Center (NECC) and will operate during the following hours:

Date	Time
November 21, 2019	15:00 – 18:00
November 22, 2019	07:30 – 18:00
November 23, 2019	07:30 – 17:00
November 24, 2019	07:30 – 15:00

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.

Poster Exhibition Venue

2/F, Corridor of Hall 4.2, NECC

Poster Mounting/Dismounting

- Mounting: November 22, 2019 (Fri): 08:30 – 10:00
- Dismounting: November 24, 2019 (Sun): 14:30 – 16:00

A complete list of accepted posters is available at http://2019.apvrs.org/schedule/.

Poster Sessions

Please be sure to be around your poster during the morning and afternoon tea breaks on the days your poster is displayed.

- Morning break: 10:00 – 10:15
- Afternoon break: 14:15 – 14:30

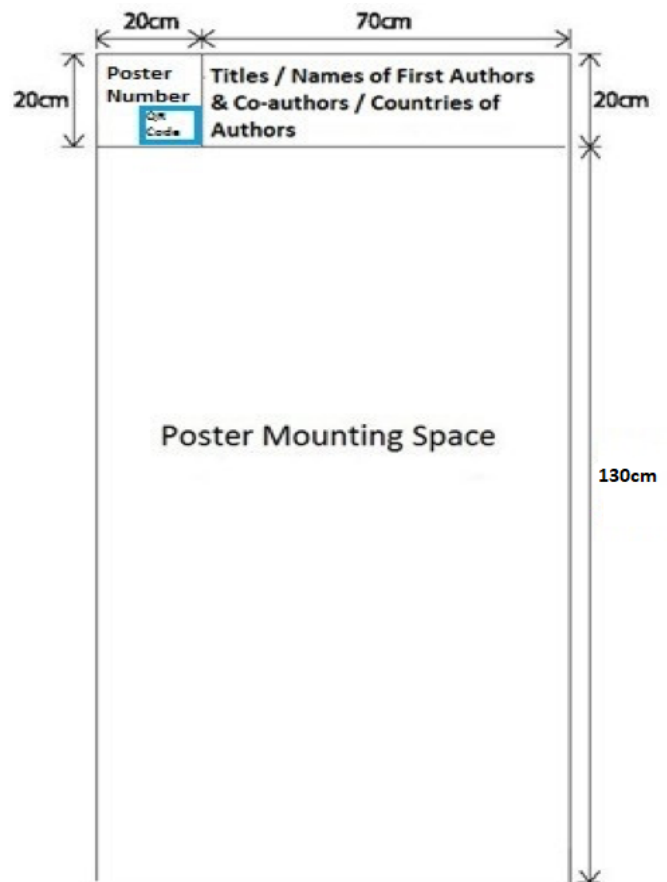Refreshments will be served in the exhibition hall during the breaks.

Poster Presentation

- All presenters can prepare an audio recording (if any, maximum length: 3 minutes) to accompany their poster presentations. The recording should be uploaded to the APVRS **Congress system** at http://congress.apvrs.org by 11:59pm (GMT+8) on **November 4, 2019**.

- A **QR code**, which will be printed on each poster, can be downloaded from the Congress system with an accompanying recording. When the QR code is scanned, viewers will be directed to a link where they can hear the recording prepared by the poster presenter.

  QR Code Sample

- The first author of each poster, who is the presenter, will be given a 'program participant' ribbon that he/she can attach to the delegate badge to recognize his/her participation in the submitted program.

Poster Guidelines

Poster Size: The poster should be designed to be mounted on a poster board. It should be in portrait orientation.

Dimensions: 150 cm (height) x 90 cm (width)

Poster Number: The poster number (20 cm x 20 cm) will be placed in the top left-hand corner of the board by the Congress Secretariat. If you have uploaded a recording by the specified deadline, a QR code will be printed alongside the poster number. Please make sure you mount your poster on the board with the number assigned to you.

Title / Names of First Author and Co-author(s) / Countries of Authors: Please prepare a 20 cm x 70 cm sheet that includes the poster title, names of the first author and co-author(s), and the countries of the authors. The sheet should be mounted next to the poster number.

Poster Mounting: Please use the pushpins 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.

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.