



Poster Presentation Guidelines

Meeting Registration

All presenters must register and pay the fees to attend the Meeting.

- Membership dues **DO NOT** include meeting registration.

Schedule

Each presenter has been scheduled to present their poster on day 1 or 2 of the Meeting, as indicated in their scheduling notification. Presenters must also be at their poster for the All Poster Session on respective days.

Session moderators will monitor poster displays and poster presentations during scheduled poster sessions. All presenters must mount their posters on their assigned poster board on their scheduled day of presentation before 10 am, and posters must remain on display until the end of the last poster session that day. Posters must be removed within 15 minutes of the end of the day.

OPTINT is not responsible for poster materials left after each day's removal deadline. Posters remaining on the poster boards will be removed and discarded.

Poster Walk through Times

Saturday, August 31: 1:45 pm-2:15 pm and 5.00 pm-5.30pm

Sunday, September 1: 12.30 pm-1.00 pm

Presentation

The first author is expected to present the same work described in the abstract, with the same title and content, and will reveal the essential methodology, explain the results, or conclusion.

All presenters are expected to:

- Disclose commercial relationships.
- Design a presentation that is independent, objective, scientifically rigorous, balanced, and free of bias.
- Assure that scientific studies utilized or referenced in their presentation are from sources acceptable to the scientific and medical community.

Disclosures

Full disclosure must be listed on the poster and all commercial relationships should be verbally communicated to the participants.

Withdrawal Policy

As the first author, you are obligated to present your abstract. **Changes in the presentation type, session, day, time, and poster board location cannot be made.** If you cannot present, contact the Scientific Committee Chair or CO-Chair to get pre-approval of the co-author to present. A co-author not pre-approved by the committee will not be allowed to present the abstract on your behalf.

Poster Design

The image area of the poster board is a maximum of 4 ft high by 3ft wide (Portrait layout). Materials, including the title, may not extend beyond the image area.

- Keep materials clear and concise.
- Include complete disclosures relevant to the abstract's subject matter (see DISCLOSURES above).
- Produce legible material from a distance of at least three feet.
- Use large print and shade or color block letters when possible.
- For legibility, a minimum font size of 28 points and a maximum of 600 words are recommended.
- Avoid using 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 main headings i.e., Purpose, Methods, Results, and Conclusion.
- Post your abstract's unique Abstract Number in large type adjacent to the title of your poster. Your Presentation Number was provided in your Abstract Scheduling Notification.
- The Abstract Number (alpha/numeric format similar to A0032) will be posted by OPTINT to identify the poster board that you should use to mount your poster for that day.
- Include your e-mail address on your poster to assist viewers with contacting you later.

Poster Mounting

Pushpins will be available in the Exhibit Hall.

Posterboard Location

Posters are in the Exhibit Hall.

Printing

Poster printing is the presenter's responsibility and is not available through OPTINT.



Paper Presentation Guidelines

Meeting Registration

All presenters must register and pay the fees to attend the Meeting.

- Membership dues **DO NOT** include meeting registration.

Presentation Content

Paper presenters

- Presentations may be up to 5 minutes. A 2-minute Q&A/transition time will follow.
- Present the same work described in the abstract, with the same title and content, and reveal the essential methodology, important results, and/or conclusions.
- Design a presentation that is independent, objective, scientifically rigorous, balanced, and commercial bias-free.
- Assure that scientific studies utilized or referenced in your presentation are evidence-based sources acceptable to the scientific and medical community.
- Do not use corporate logos, registered trademarks, trade names, or product-group messages of companies.
- Ensure that you are present in the paper session hall 10 minutes before your session begins and stay in the room till the end of the session.

Designing Slides

- Keep slides simple and uncluttered.
- Use an easy-to-read font (e.g., Calibri, Verdana, Arial).
- Use a 28-point font or larger.
- Use a dark background and white font or a light background with black font.
- When presenting data, use different colors, rather than shades of the same color.
- Describe information and data being presented visually.

Formatting Slides

- To take full advantage of the widescreen display, you should create your presentation in 16:9 aspect ratios.
- Acceptable formats for slides include:
 - PowerPoint 365 or earlier version
 - Preferred video format: .wmv or .mp4
- Acceptable video formats: .mov, .avi, .mpg, .mp4, .wmv (Other formats may not be compatible or require conversion in the Speaker Ready Room; please allow extra time.)

Disclosures

- Presenters must verbally disclose all their financial relationships

Presentation Upload

Presenters must send their presentations by 8.00pm on 28th August 2024 to optint.oatn@gmail.com with subject title mentioning your Unique Abstract Number.

- Files must be uploaded at least 4 hours before the session starts.
- All presenters must preview their uploaded presentation at the conference venue during lunch session.
- Upload all the videos and fonts required for your presentation. Any movies, sounds, or fonts not included in your online upload folder will cause your presentation to fail in the meeting room. If your video file size is too large to upload, bring it to the Speaker Ready Room the day before your presentation.4

Do not bring a laptop or other media device to the session room. THERE ARE NO EXCEPTIONS TO THIS POLICY.