The 40th Asia-Pacific Academy of Ophthalmology Congress
In Conjunction with
The 83rd Annual Conference of the All India Ophthalmological Society

HOST — CO-HOST

New Delhi, India
April 3 – 6, 2025

APAO Speaker Presentation Guidelines
Oral Presentation

Important Note: According to the EACCME regulation, every speaker must provide a declaration of perceived or actual conflicts of interest as a second slide of his/her presentation.

Introduction

The Congress Committee would like to thank you for agreeing to present at the upcoming 40th APAO Congress at YASHOBHOOMI (India International Convention & Expo Centre/ IICC), New Delhi. This document is to assist you with planning an effective presentation for APAO 2025.
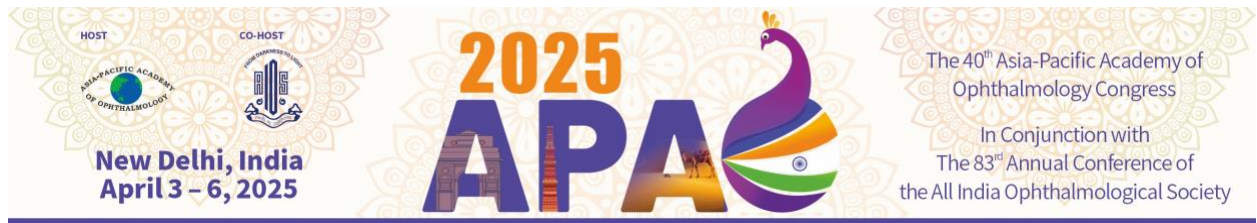
Registration

- **Complimentary Registration for All Invited Speakers**. If you have not yet completed your registration for the Congress, please do so via the exclusive channel designated for Invited Faculty as soon as possible. The link has been sent to you by email. Please follow the steps laid out in the Complimentary Registration guidelines, which were sent along with the link. Kindly note that completing your registration is essential for your participation in the upcoming congress. Your badge, required for attending APAO 2025, can only be issued upon successful registration through this exclusive channel.

- **All Submitted Speakers** of Instruction Course/Free Paper presentations must register and pay the applicable registration fees to stay in the program. There is no concessionary registration fee for presenters. Presenters who fail to pay registration fees will face the risk of being removed from the program at the discretion of the Program Committee. For more information, please visit the Registration page on the Congress website at https://2025.apaophth.org/registration/.

  If you require any assistance, please contact us at registration@apaophth.org.

The registration desk for the APAO 2025 Congress is located on the ground floor of YASHOBHOOMI, with the following opening hours:

Date	Time
April 2, 2025	9:00 – 18:00
April 3 - 5, 2025	07:30 – 18:00
April 6, 2025	07:30 – 12:00

Speaker Profile

Please upload your profile photo (300 x 300 pix with 150 dpi) and biography upon completion of your registration. Your uploaded photo and biography will be shown on-site during the APAO 2025 Congress and on the Congress Mobile App. Invited speakers' profiles will also be published on the Congress website.

A concise biography is recommended so that your Chairs can introduce you properly during the session.

Prepare Your Presentation

Conflict of Interest: All Speakers must state and declare, on the SECOND SLIDE of their presentation PowerPoint, any Conflict of Interest (including Financial Disclosure) regarding each presentation. If there is no Conflict of Interest, Speakers simply state 'Conflict of Interest: NONE' on the slide. If there is a conflict, please state 'Conflict of Interest: Yes' followed by details.
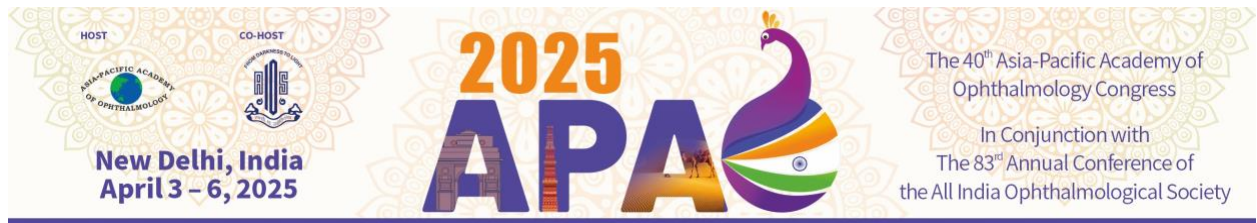
Video: Any video clips in your presentation files should be in **MP4** encoded to **H.264** or **WMV** format that can be played in PowerPoint. Do **NOT** use **.mov** (QuickTime) or **.3pg** files, which are **NOT** supported by PowerPoint for Windows.

Please test the video and make sure it plays properly before your live presentation.

IMPORTANT NOTE: Please <u>INSERT</u> your video into the PowerPoint presentation. Do NOT use 'link to file' as the link will become invalid when your PowerPoint file is played on a different computer. Please trim your video clips to include only the exact segments you intend to present during your talk. Fast-forwarding through embedded video clips is not supported under the Presenter View in PowerPoint.

DVDs/CDs: Videos on DVDs/CDs will not work during PowerPoint presentation sessions. Only PowerPoint slides with video(s) inserted will work well.

Fonts: When choosing fonts for your presentation, please make sure that they are supported by Microsoft Office 2010. If a non-standard font is used, it should be **<u>embedded</u>** in your PowerPoint presentation. The following link shows how to embed fonts for a consistent text appearance across systems in PowerPoint: https://support.microsoft.com/en-us/office/embed-

fonts-in-a-publication-to-ensure-their-availability-644449b9-22ab-4c80-9ffe-a7ddc183a650.
Text, tables, and graphics should be of sufficient size to be clearly visible at a distance. Large amounts of information should be split across slides.

Images: Speakers may use images in their presentations where appropriate. It is the speakers' responsibility to ensure they have copyright permission to use the images in their presentations. Please make use of charts, graphs, and diagrams to get your messages across, but keep these graphics simple. It is important to remember that your virtual presentation is to be transmitted through the Internet. Visuals will generally be compressed. Therefore, using high-resolution images in your slides is highly recommended to guarantee good image quality.

Design: Please make sure that your text is legible and contrasts sufficiently with the background. For example, use white or yellow text on a dark background or vice versa. Judicious use of colors and illustrations can enhance your messages and help elucidate your ideas, but do not go overboard with too many colors or fonts. Excessive special effects or animations will only distract viewers' attention from your main points.

Content: Please note that Congress attendees range from medical students to experienced specialists and they have a variety of experiences, interests, and levels of knowledge. We encourage you to provide enough background information on your presentation topic.

Language: All presentations are written in English. If English is not your first language, you are recommended to rehearse your whole speech a few times before starting the presentation. Speak slowly, use short sentences, and avoid phrases that are hard to pronounce.

Scientific Program Schedule: Each session will last for 90 minutes. The duration of each presentation will depend on the number of speakers in a particular session. The session schedule is available at https://2025.apaophth.org/program-schedule/. Kindly note that the schedule may be subject to changes as required. Please check it regularly to ensure that you are informed of any update.

Online Speaker Ready Room
The Online Speaker Ready Room opens from **March 10 to April 1, 2025**. You are encouraged to

upload your PPT files onto the system before the Congress to avoid a long waiting time in the On-site Speaker Ready Room.

Guidance on using the Online Speaker Ready Room will be provided prior to its opening.

At the Meeting

Onsite Speaker Ready Room

Location TBC

PowerPoint files of the presentations must be uploaded at least 24 hours prior to the start of your session. The computers in the Speaker Ready Room will have the 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 formatting issues.

The PowerPoint and video files you uploaded onto the Speaker Ready Room computer will be automatically transmitted to the laptop computer at the podium before your session begins.

The Speaker Ready Room will be open during the following times:

Date	**Time**
April 2, 2025	9:00 – 18:00
April 3 - 5, 2025	07:30 – 18:00
April 6, 2025	07:30 – 12:00

Audio and Visual Equipment
- ✧ Screens with a 16:9 ratio will be provided.
- ✧ Session rooms will be set up with theatre-style seating.
- ✧ Other standard equipment will include:

    - •Lectern

    - •Microphone

    - •Data projection equipment, including a personal laptop equipped with Microsoft Office and PowerPoint, a mouse, computer audio, and a projection screen

    - •Dual screens or side screens are available in some session rooms
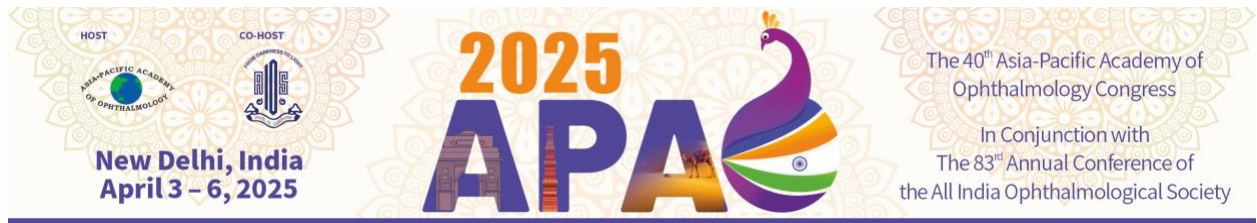
Delivering Presentations

Please arrive at the session room at least 5 minutes before the session starts. All sessions will start and end on time, and this will be strictly enforced by the Session Chairs. Most of the 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 previous speaker has finished his/her presentation. If there are 2 podiums, you must stand at the vacant podium while the previous speaker is still presenting.

You can control your PowerPoint under **Presenter View** mode on the laptop computer at the podium with the mouse. Speak directly into the microphone. You can wave at the technician in the room should you need any assistance. Once you start to present, a timer will run on the computer screen's top right-hand corner. To ensure mutual respect among presenters, **please DO NOT overrun**, as every overtime minute will be deducted from the subsequent presenters on the agenda.

Important Note to 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 the .mpg format. Please test the video(s) before you come to the Congress.

- ✧ If you have difficulties in converting your .mov videos or if you have a considerable number of .mov videos to convert, please go to the Speaker Ready Room at least 24 hours before your scheduled presentation(s) and so that an on-site technician can help you.

- ✧ You will only be allowed to present with your own MacBook at the discretion of the Organizing Committee. In case you need to present with your own MacBook, please bring your own VGA projector adaptor. Otherwise, your MacBook cannot be connected to the projector, and we cannot show your presentation.