

Speaker & Poster Guidelines

Symposia, Scientific Programme & Poster Display

IAPB 10th General Assembly, 27-30 October 2016

Durban International Convention Centre, Durban, South Africa



Thank you for agreeing to participate as a speaker at the IAPB 10th General Assembly (10GA).

The following guidelines will provide you with important information and instructions to prepare your attendance and presentation.

GENERAL INFORMATION

All sessions will be held at the **Durban International Convention Centre** (DICC), 45 Bram Fischer Road, Durban 4001, South Africa <http://icc.co.za/contact/map> on 27-30 October 2016. Please keep checking the event website <http://10ga.iapb.org/blindness-prevention-programme> for official programme session times and room allocations.

For satellite meetings held pre-/post- and during the 10GA please refer to the Satellite meetings calendar <http://10ga.iapb.org/side-meetings>.

Registration

All speakers are required to register for the event and pay the applicable registration fee. If you have not already done so you can register by following the instructions at <http://10ga.iapb.org/register-for-iapb10ga>.

For any query on registration please email Eva Natcheva at iapg10ga@myt.uk.com.

Please register no later than **22nd July 2016** to ensure your participation in the programme.

Registration at 10GA includes:

- ✓ Entrance to Assembly sessions including delegates' pack and programme
- ✓ Daily lunch and two coffee/tea breaks for duration of the Assembly
- ✓ Entrance to Opening Ceremony and Welcome Reception on Thursday 27th October 2016
- ✓ Entrance to Gala Event on Friday 28th October 2016
- ✓ Entrance to Celebration Ceremony on Sunday 30th October 2016

Detailed information on all social events will be available on the website in due course.

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Travel and Accommodation

All speakers are responsible for their own travel and hotel arrangements. Information on official hotels is available now at <http://10ga.iapb.org/travel-to-durban/accommodation>. Block bookings have been made at the hotels listed on the website and special rates have been negotiated for IAPB 10GA delegates. If you would like to access the reduced Bed & Breakfast rate and would like to confirm a booking please follow the instructions provided for the specific property.

Shuttle buses will be running from official hotels to the Assembly venue daily. Information on departure times will be made available in due course.

SYMPOSIA & SCIENTIFIC PROGRAMME SESSION INFORMATION

Please check the 10GA programme at <http://10ga.iapb.org/blindness-prevention-programme> for the day and time of the session in which you are presenting. The online programme is regularly updated and contains details of all sessions and speakers.

Each session is allocated a convenor responsible for introducing the speakers, controlling the timing of the sessions and facilitating questions. The convenor/s for each session is/are clearly noted in the online programme. You are invited to liaise directly with your convenor for any query on the content and timings of your session.

In order to keep the sessions running to schedule and allow questions from the attendees it is very important to keep the presentations within the allotted time. A timer warning will be available in each session room and a 10GA steward will also assist to ensure each presentation runs to time.

General Guidelines for Oral Presentations

Presentation Standards

1. The official language of 10GA is English. All presentations must be in English.
2. An electronically generated presentation using Microsoft PowerPoint is the 10GA standard. Your presentation should be prepared in PowerPoint 2007-2016, **the screen format size is 16:9 "Wide Screen Format"**.
3. The use of personal laptops will not be possible.
4. Please upload your PowerPoint presentation to our online system before the event (details will be circulated in due course); updated versions can be uploaded from a PC-compatible CD or a USB drive on site.
5. We can only accept video files in MP4 or WMV format. MOV files are NOT supported in Windows PowerPoint.

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6. Please make sure you place your video files and your PowerPoint file in the same folder, DO NOT create subfolders to hold your video files, otherwise the video links inside the PowerPoint will be broken when you copy or transfer the PowerPoint to another computer. Please note that additional videos on discs such as DVD/CDs will not be played during a PowerPoint presentation session; only PowerPoint, with videos embedded, or videos separately playable on a PC computer (not via a separate DVD/ CD player) will be played during the scientific sessions.
7. Save the visuals in your presentation on your CD, DVD, or USB-stick (in case of problems we can re-insert the original).
8. Please save the graphics or spread-sheets (Excel) used in your presentation on your USB-stick or CD.
9. Please only use Standard Windows fonts.
10. Please do not use timer controlled transitions, a wireless remote laser pointer & slide progressor will enable presenters to either advance or return to previous slides.
11. There will be a preview monitor with your presentation pre-loaded in front of the podium. Nb. there will be no presenter view, so if you require notes please print them out beforehand.
12. Please ensure that all videos and images are labelled correctly so that our technician can see where they fit within a presentation (slide number) and within which presentation if you have multiple presentations.

Speaker Preview Room

1. Due to the high number of presentations, please could you upload your presentation to our online system **by 17th October 2016** as this will help us to check the presentations and manage the smooth running schedule of presentations within the sessions. Details of the online site will be emailed to you in advance.
2. Speakers must check-in at the Speaker Preview Room at least 2 breaks before the commencement of their session, or the previous evening for pre-lunch sessions. This will enable you to check your presentation and upload a FINAL version of the PowerPoint presentation if changes have been made. The computers in the Speaker Preview Room will be configured with hardware and software exactly like the computer in the meeting rooms. It is imperative that you review your presentation in the Speaker Preview Room. This is where our audio visual technicians can help resolve any compatibility, formatting and audio-visual issues.
3. Before the start of your session, the PowerPoint and video files you have uploaded at the Speaker Preview Room will be automatically downloaded to the laptop computer in the meeting room you are presenting in. The technician will test the presentation to check whether the presentation runs correctly and all parts of the presentation are copied.

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4. Please note, no late changes can be made inside the meeting rooms where the session takes place.
5. Speaker Preview Room hours of operation:

Day	Opening time	Closing time
October 27, 2016	07:00	18:00
October 28, 2016	07:00	18:00
October 29, 2016	07:00	18:00
October 30, 2016	07:00	18:00

The Session Room Environment:

1. The stage will have the lectern and seating for the convenor and speakers. All rooms are equipped with a lectern, microphone, projector, screen, remote control, cue light, laser pointer and computer with PowerPoint (operating system Windows).
2. The session convenor's table will also have seating for the presenter. The next presenter in sequence as per the scheduled order should occupy this seat as soon as the previous presenter moves to the lectern. The presenter will move to the lectern while being introduced by the convenor.
3. The lectern is equipped with a lectern microphone, laser pointer, light, slide advancement control, and in front of the lectern is the timer warning system as well as the presentation preview monitor.
4. Please reach the auditorium/session room at least 15 minutes before the beginning of your session and get familiarized with the stage and lectern setting.
5. Please meet your convenor before the session begins and introduce yourself.
6. A technical assistant starts each presentation at the allotted time using the computer connected to the central meeting network. When the presentation is launched, the speaker has control and can navigate with a remote device.

Please note, two Speaker rooms will be available Hospitality 23 and 24 in rooms adjacent to halls 2 and 3 of the venue. Hospitality 23 'Speaker Preparation Room' will be used for previewing and editing your presentation offering you a space to quietly review your presentation. Please go to Hospitality 24 'Speaker Preview Room' to load your final version of your presentation onto the Central Network System. There will be IT Technicians in both rooms to assist you.

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ABSTRACT INFORMATION

Specific Guidelines for Abstract Oral Presentations: Free Paper and Rapid Fire

1. Free Paper and Rapid Fire presentations are by selection and will be delivered on the topic listed in the Programme and generally conforming to the submitted abstract as published in the Programme Book.
2. The time limit for Free Paper presentations is 7 minutes (+ 2 minutes for questions) and for Rapid Fire presentations is 5 minutes (+ 2 minutes for questions). The time limit will be strictly enforced.
3. It is recommended that Free Paper presentations are limited to 12 slides and essentially include Introduction, Methods, Results, brief and pertinent Discussion and Conclusion based on the study.
4. Rapid Fire presentations may limit to 8 slides and may include only the salient points of the study and the take-home message.

Specific Guidelines for Scientific Poster Presentation

Display Venue: Durban International Convention Centre, Exhibition Halls 2 & 3A.

Display Schedule

1. Days of display: Friday October 28 to Sunday, October 30.
2. The display changes every day as per the following schedule:

Day	Poster Number
October 28, 2016	1 to 100
October 29, 2016	101 to 200
October 30, 2016	201 to 300

3. Time of display, set-up, and dismantling

Day	Set-up Time	Time of Display	Dismantling Time
October 28, 2016	07:00 – 08:30	08:30 – 17:30	17:30 – 19:00
October 29, 2016	07:00 – 08:30	08:30 – 17:30	17:30 – 19:00
October 30, 2016	07:00 – 08:30	08:30 – 17:30	17:30 – 19:00

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Poster Display Guidelines

1. Poster Dimensions: 1800 mm wide x 900 mm high - the Poster Board will be oriented horizontally.
2. Material: posters should be composed of a lightweight, durable material such as coated thick paper, flex, plastic.
3. Set-up time: every day from 07:00 to 08:30
4. Dismantling time: every day, after conclusion of the display at 17:30 until 19:00. The organisers will not be responsible for the posters that are not dismantled by 19:00 each day. Such abandoned posters are usually discarded.
5. The organisers will provide the poster board, a sign with poster number and push pins.
6. The posters have to conform to the assigned poster board number.
7. One of the authors is expected to be present at their posters during coffee and lunch breaks for discussion with the interested delegates.
8. The Scientific Poster presenters will receive a communication informing them of their date of display and poster board number.

Recommendations for Poster Preparation

A scientific poster is a visual representation of your study. It should be a short, abbreviated version of your paper. It is not acceptable to print out your final paper and use it as a poster. Your poster should be organised around the subsections Abstract, Introduction, Methods, Results, and Discussion, but should present the material in a more condensed form that is visually aesthetic and easy to follow.

There is no one way to create a poster presentation, however, the following guidelines should help you decide how to proceed:

1. Space is critical. Remember, "Less is more." Be concise and to the point.
2. The header on the poster should contain the title, author(s) name(s) and affiliation. The title may be composed of CAPITAL letters at least one inch high.
3. Provide an abstract.
4. Use the minimum amount of text possible. Only use what is necessary to make your point. Be concise, but answer the basic questions (What, When, Where, How, Why) using the standard format:
 - a. Introduction (background, statement of problem, purpose/objectives);
 - b. Methods (study design, techniques);
 - c. Results (data summary, findings);
 - d. Conclusions (interpretations, implications).
5. Organise the material to tell a logical, coherent story.
6. Use large, bold lettering for readability. Use fonts that are easy to read. All text should be easily read from a 2-metre (6-feet) distance.

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7. Use effective headings. Certainly you will want to include the major headings of Abstract, Introduction, Methods, Results, and Discussion but also be creative in your use of subheadings.
8. In addition to effective headings, a bullet style presentation is strongly recommended.
9. Use borders or white space to separate sections.
10. Avoid large, continuous blocks of text.
11. Use figures (graphs, charts and illustrations with captions) as much as possible, making sure that they are legible.
12. Avoid use of photographs as backgrounds that are extremely complex and make text difficult to read; if you choose this style, make your background photograph semi-transparent.
13. The use of colour will enhance poster readability (i.e., for contrast and to highlight important points) and attractiveness. Use muted colours that blend well and do not overpower text or graphics. Aesthetics are an important part of preparing a poster that will attract attention.
14. Summarize results/findings. Bullets work well to summarize key points or contributions of the study.
15. If there is enough room include a reference section.
16. Keep your poster simple and provide a clear "take-home" message.
17. Consider having supplemental information by your poster (e.g., 8.5" x 14" copies of the poster, business cards, etc.).

IMPORTANT

IAPB wishes to remind you of your responsibility for the accuracy of the information contained in your presentation and asks to ensure that no information presented will infringe the copyright or other rights held by a third party.

Promotional handouts, other than those provided by sponsors, are not permitted, unless otherwise agreed in advance with IAPB.

Presentations will be made available on the IAPB website following the event. IAPB also reserves the right to film your presentation for IAPB promotional purposes only.

By agreeing to present at the IAPB 10th General Assembly you consent to IAPB recording and displaying your presentation via IAPB's media and for IAPB's purposes only, including relevant credits.

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CONTACT

If you have any questions on any of the above or need additional information about the IAPB 10th General Assembly, please contact:

Debbie Jackson-Cole

Email: debbie.jackson-cole@myt.uk.com

Debbie speaks French and Spanish and would be happy to help you with your arrangements and any questions you might have.