RANZCO VIRTUAL

52nd

26 February - 1 March
2022

Information for Poster Presenters

INTRODUCTION

The Congress Committee thanks you for accepting the invitation to present at the upcoming 52nd Annual Scientific Congress of The Royal Australian and New Zealand College of Ophthalmologists on 26 February - 1 March 2022.

The 52nd RANZCO Congress is a virtual event.

Posters must be presented electronically (ePoster). These guidelines have been prepared to assist you with planning a successful ePoster presentation at the RANZCO Congress.

CHECKLIST

Item	Due Date
Register and pay registration fees	Prior to the Congress
Upload your ePoster to https://www.dropbox.com/request/2yJ6YKNTmxLErkjs3nof	Monday 7 February 2022

CONTENTS

REGISTRATION

All poster presenters must have registered and paid the applicable registration fees in order to present at the Congress and remain in the program. Poster 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://www.ranzco2021.com/registration/ to register if you haven't already done so.

ABOUT YOUR POSTER PRESENTATION

ePosters are clear visual presentations of your submitted abstract with easily readable graphics to make the main points.

Posters must be presented electronically (ePoster) at the RANZCO Congress.

The ePosters will be available on demand via the Attendee Hub (Virtual Platform). Attendees will receive an email prior to the Congress starting, to access the hub and view all ePoster presentations.

Please read through the below information carefully then prepare and upload your ePoster according to the guidelines.

ELECTRONIC (EPOSTER)
Specifications
Please prepare an ePoster as slides with audio recording to describe the content of your ePoster. There is no limit on the number of slides, so long as you stay within 2 minutes of recording. (Make sure it saves as an **.mp4** file).
How to record a voice over To record a voice over, we recommend using **PowerPoint's record function** or **Zoom** as they are easy to use.

You will need a microphone, webcam, good internet connection and a quiet space (no background noise).

Please click on the below links and watch the video demonstration on how to record your presentation.
https://www.youtube.com/watch?v=XPXEw7S95cs

https://youtu.be/ktJIex07MAw

Ensure you have your full name and presentation name on your title slide. Declare any Financial Disclosures.

Sending your ePoster recording

All ePosters will need to be sent by **5PM AEST, Monday 7 February 2022 via Dropbox**TM**.**

This is to allow sufficient time for your ePoster to be checked, prepared and uploaded to the Virtual Platform by our technical team.

Please name your ePoster as per below format:
Full Name_ePoster_PosterNumber

Example: DaniPalmieri_ePoster_01
(Please refer to the Poster Program on the Congress website to view your poster number. This number is different from the abstract number).

Once saved with the correct name please upload to this DropboxTM link:

https://www.dropbox.com/request/2yJ6YKNTmxLErkjs3nof

Design Tips
- All posters should be a visual presentation of your submitted abstract.
- Posters should be well thought out and visually appealing, with a balance of text, graphics and neutral space.

Title
- The title slide should be the same as in the submitted abstract and poster program (at the top of the poster).
- Include the name of the presenter(s) and the institution or organisation where the work was completed, if applicable.
- Declare any Financial Disclosures.

Fonts
- Avoid using a mixture of type/font styles.
- Recommended font size 24-28pt or larger in a sans serif font such as Calibri.

Layout
- PowerPoint 16:9 landscape format.
- Use single spacing.
- Use symbols and colour.
- If you are inserting figures or graphs, a short heading and legends are essential.

Presentation Tips

The calibre and professionalism of your presentation is the same as you would be presenting on stage with a microphone and lectern. Your video with you presenting will appear to everyone in the audience.

Some general advice:

- Check your microphone and speakers before recording

- Speak clearly and loudly

- Keep a good pace

- Wear smart casual clothing if you intend to appear on the video

- Record against a plain blank wall if possible

- Ensure there is no movement happening behind you as it can be distracting

- Have your camera at face height if possible and look at the camera rather than the screen
- If you must share your screen, make sure your computer work space is 'clean' – remove any personal or sensitive information. Ensure you "Share Computer audio" if you have video clips or other multimedia content with audio the audience needs to hear.
- If sharing a web browser, share a NEW window without any extra tabs.

ePoster display

ePosters will be displayed in the Attendee Hub/Virtual Platform for delegates to view on demand.

Poster Program

The poster program is online at: https://www.ranzco2021.com/full-program/ Please select the 'Poster Program' to check your details and take note of your poster number.

Only authors or co-authors can present at the Congress. If you are not a listed author or co-author and are presenting the poster on behalf of one of the authors, please contact the Congress Office for prior approval through the Program Committee. ***Only presenters will be listed on the website program.*** If you are an author or co-author, your name will not appear on the website program. However, it will be published on the abstract website as a supplementary issue to Clinical and Experimental Ophthalmology on the Wiley Online Library.

ORIA top presentations

ORIA have identified the top presentations. These posters will be marked with a star on the poster program.

Poster Award

Two independent judges will decide on the winner of the best ePoster. The winner will be announced during the Congress and published in the RANZCO e-news and Eye2Eye Congress edition. The Winner will be notified.

Withdrawals

If you choose to withdraw your poster, please inform the Congress Office in writing immediately. The designated contact person is responsible for notifying all co-presenters about the poster being withdrawn.

Important Notes: A withdrawn poster will not be reinstated.

On Congress Day

Date of Congress: 26 February – 1 March 2022

RANZCO is a virtual event and the virtual platform will run via the Attendee Hub. All attendees will receive an email a few days prior to the Congress with final details as well as when/how to access the virtual platform.

Further Information

If you require any further information, please visit the Congress website or contact the Congress Office.

RANZCO Congress Office:
Think Business Events
Level 1, 299 Elizabeth St Sydney, NSW 2000 AUSTRALIA

Ph: + 61 2 8251 0045 **Fax:** + 61 2 8251 0097 **Email:** ranzco@thinkbusinessevents.com.au

thinkbusinessevents
passionate about conferences