



Preparation Guidelines for Scientific Posters

Updated 9/22/2020

On behalf of the Annual Meeting Program Committee, we wish to thank you for your participation in the Scientific Program at AAO 2020 Virtual. Your commitment to the ongoing educational mission of the American Academy of Ophthalmology is greatly appreciated.

Contact the Program Specialist, Julia Fennell, at jfennell@aao.org, at the Academy with questions.

Table of Contents

I.	General Considerations	1
II.	Preparing the ePoster	2
III.	Academy Policies	3
IV.	Financial Disclosure.....	4

I. GENERAL CONSIDERATIONS

ePosters should be eye-catching, attractive, and concise. Condense the theme of your poster so that the observer may grasp its purpose quickly and its significant methodology and conclusions within a few minutes.

Presenter changes are made once the request is reviewed and immediately updated in the meeting guide. Contact jfennell@aao.org to update presenter information.

Scientific Poster Formats

All posters are electronic posters. **Use of embedded video is prohibited.** The author listed first has been contacted with instructions. Selected ePoster authors are scheduled for *Poster Discussion sessions* in the live virtual meeting – presenters are contacted directly with instructions.

- **ePoster– this is not a live presentation.** All ePosters are available for viewing on demand through the virtual meeting platform. There is not a scheduled presentation session or room where posters are displayed. Presenters should **NOT** use their webcam to prepare the presentations. The file uploaded should be slides with the option to add audio once the upload is complete.
- **Poster Discussions** are unmoderated poster talks combining four different eposter authors who function as a panel. Each 30-minute discussion group is recorded and broadcast at a scheduled time during the virtual meeting. Presenters are limited to **4 minutes** followed by a lively conversation with the remaining panel. Each of the four panel members will have defined responsibilities designed to keep the session moving forward and the discussion interactive. The authors can continue the conversation over chat during the broadcast.

II. PREPARING THE ePOSTER

Presenters are able to use their own slide design or the template provided through the ePoster submission site, <https://submit.scientificposters.com/AAO/> . The template will work well with the

display module. Once the file is uploaded, the display module will convert it to Flash. Review the converted file to test the zoom/advance functionality and then give final approval. The conversion process may take some time, your upload is not complete until you have gone through the conversion, reviewed the PDF and Flash files, and given your final approval by clicking on the green button. You have the option to log back in and review or change your approved file as needed. Once the file approval process is complete, there is the option to add audio. Instructions will be on the upload site. Do NOT add audio to your slides before uploading, the presentation audio should be recorded AFTER the file is uploaded.

- There can only be one approved file which will be the file used for both the electronic program and later Archives.
- **DO NOT** embed video into any uploaded file. It will not function with the eposter display and is therefore not allowed. Presenters may wish to upload a short demonstration video AFTER the poster file is uploaded. These *short* videos should be content only, used to further enhance the poster presentation or demonstrate a technique.

A template is available through the link sent by upload@scientificposters.com to the presenting author.

The expectation is that ePosters should capture the attention of the viewer while being able to “stand alone” as enduring material. All posters need to educate without the option of an in-person presentation.

- **Maximum slide suggestion: 6-8 content slides excluding the title, disclosure or reference slides.**
- **Total narration time should be 4 minutes.**

Content: A layout including **Purpose, Methods, Results, and Conclusion** is an organized ePoster. The full abstract and title will be listed in Virtual Meeting Guide, so use the slides to expand on the research. The conclusion cannot change.

Design: An ePoster should have eye-catching yet simple images, graphs, and/or photographs in an attractive layout.

- Arrange text and graphics in a logical flow of information.
- Use bullets or bold print for emphasis.
- Content should be able to educate without you there to explain.
- Less is more; less text and more images that speak for themselves.
- Full authorship and affiliations should be incorporated on the title slide.

Text: Text should be **concise**. Extremely detailed data should be saved for a manuscript to be submitted to *Ophthalmology*. Use generic nomenclature and no commercial notations. Poster authors should scrupulously omit references to trade names. **Poster presentations are not to be used for marketing or commercial purposes; the Scientific Program is a Commercial Free Zone.**

Text Size: The text size of headings and subheading is discretionary; however, in order to ensure good visibility, the character size on slides should be no smaller than those suggested on the templates; they are template specific. Plan for a 16:9 aspect ratio.

Figures: Figures and tables should not be as complex or detailed as those of written publications. Do not use redundant figures and percentages, e.g., 12 (25%). Cite in caption the number of eyes (patients, etc.) and use only percentages in the body of the table; for example:

	Title of Table	
	(30 eyes)	
	2007	2016
Glaucoma	53%	45%
Retinal Detachment	27%	20%
Cataract	11%	19%

Illustrations: Simple graphic illustrations that are clearly labeled are vital. Well-chosen illustrations allow for attention-grabbing text to enhance the illustration. This is especially important with photomicrographs, ultrasonograms, x-rays, MRI, and CAT scans.

Permission: Ensure that you have permission to use all images used as part of the poster. This includes a license for copyrighted materials and release forms from patients who are recognizable in photographs or images. Keep the permissions for your own records.

Conclusion: The conclusion should be brief and highlighted with bullets (•) or bold print. Any updated results since the time of submission should further support the conclusions.

References: Listing 3-4 of the most important references is standard.

III. ACADEMY POLICIES

Presenters should not make remarks that could be interpreted as being prejudicial against a group or an individual based on race, color, gender, sexual orientation, age, religious creed, national origin, ancestry, marital status, physical handicap, or medical condition.

Commercial Free Zone

To comply with the ACCME guidelines and create an environment free of perceived commercial bias and commercial interest, representatives/contractors from commercial companies should not submit or create presentations and posters without presenter involvement.

Presenters who are employed by a commercial interest may be permitted to present under *very limited* circumstances:

- When the content is not related to the business lines or products of their employer;
- When the content is limited to basic science research (e.g., pre-clinical research, drug discovery) or the processes/methodologies of research, themselves unrelated to a specific disease or compound/drug;

- Technicians in Skills Transfer Labs limited to demonstrating the safe and proper use of medical devices;
- Even with disclosures, Academy presentations may not be used for commercial promotion.

No promotional material or event invitation distribution may appear or occur in educational space or on Scientific Program content during an Academy educational activity. Scientific Poster numbers and titles cannot be referenced in any promotional materials by Exhibitors.

Copyright and Submission of Manuscripts to *Ophthalmology*

The journal retains the right of first refusal for all manuscripts based on annual meeting presentations until and unless such material is found unsuitable for publication by the official Academy journal, *Ophthalmology*.

Submit manuscripts electronically to <http://www.aajournal.org/content/authorinfo>

IV. FINANCIAL DISCLOSURE

Presenters are required to disclose all financial relationships from the past 12 months on the initial content slide of their presentation; this slide follows the title/author slide. **When giving a presentation, authors are required to verbally disclose any financial interest relevant to the presentation or state that they have none.** Financial Disclosure slide templates will be available to presenters when they log in to Presenter Central.

<https://www.aao.org/annual-meeting/presenter/overview>

All contributors to Academy educational and leadership activities must disclose their financial relationships (defined below) to the Academy annually. The Academy considers presenting authors, not co-authors, to be in control of the educational content. It is Academy policy and traditional scientific publishing and professional courtesy to acknowledge all people contributing to the research, regardless of CME control of the live presentation of that content. This acknowledgement is made in a similar way in other Academy CME activities. Though they are acknowledged, co-authors do not have control of the CME content and their disclosures are not published or resolved. The ACCME requires the Academy to disclose the following to participants prior to the activity:

- All financial relationships with Commercial Companies that contributors and their immediate family have had within the previous 12 months. A commercial company is any entity producing, marketing, re-selling or distributing health care goods or services consumed by, or used on, patients.
- Meeting presenters, contributors or reviewers who report they have no known financial relationships to disclose

For purposes of this disclosure, a known financial relationship is defined as any financial gain or expectancy of financial gain brought to the Contributor or the Contributor's immediate family (defined as spouse, domestic partner, parent, child or spouse of child, or sibling or spouse of sibling of the Contributor) by:

- Direct or indirect compensation;
- Ownership of stock in the producing company;

- Stock options and/or warrants in the producing company, even if they have not been exercised or they are not currently exercisable;
- Financial support or funding to the investigator, including research support from government agencies (e.g., NIH), device manufacturers, and/or pharmaceutical companies; or
- Involvement with any for-profit corporation that is likely to become involved in activities directly impacting the Academy where the Contributor or the Contributor's family is a director or recipient of a grant from said entity.

Category	Code	Description
Consultant/ Advisor	C	Consultant fee, paid advisory boards or fees for attending a meeting
Employee	E	Employed by or received a W2 from a commercial company
Lecture Fees	L	Lecture fees or honoraria, travel fees or reimbursements when speaking at the invitation of a commercial company
Equity Owner	O	Equity ownership/stock options in publicly or privately traded firms, excluding mutual funds
Patents/ Royalty	P	Patents and/or royalties for intellectual property
Grant Support	S	Grant support or other financial support to the investigator from all sources, including research support from government agencies (e.g., NIH), foundations, device manufacturers, and/or pharmaceutical companies

Responsibilities and Penalties

A program participant found in violation of Academy Policy will be prohibited from participating in the scientific program for two years after the first offense and for five years after the second offense.

The selection committee reserves the right to enact disciplinary action for any of the following:

1. ePoster material has been previously published.
2. Failure to upload the assigned presentation.
3. Failure to disclose financial interest at the time of abstract submission or through the disclosure form on the Academy's Web site and at the time of presentation.
4. Failure to list and state disclosures.
5. Failure to offer *Ophthalmology* the first right of refusal.