Speaker Presentation Guidelines

Introduction

The APAO 2021 Virtual Congress Scientific Program Committee thank you for presenting at the upcoming 36th APAO Congress, the first-ever APAO Virtual Congress on 5 – 11 September 2021. The Guideline is to assist you in planning an effective presentation for the APAO 2021 Virtual.

Registration

- Complimentary registration for **All Invited Speakers.** Please follow the Complementary Registration Instruction to complete the registration procedure in the Congress System if you have not already done so. Kindly be aware that completing the registration is critical to your participation in the coming Virtual Congress. Only by successfully registered in the Congress System can you acquire your credential to attend the APAO 2021 Virtual.

- **All Submitted Speakers** of Instruction Course/Free Paper presentations must register and pay the applicable registration fee to remain in the programme. There is no concessionary registration fee for Submitted Speakers. Failure to pay the registration fee will cause removal from the Scientific Programme at the discretion of the Scientific Programme Committee. For more information on registration, please see https://2021.apaophth.org/registration/

All registration must be completed by 23:59 (GMT+8) 28 August 2021 as the online registration will close temporarily and re-open from 00:01 (GMT+8) 3 September 2021. Account registered and paid after 3 September will take 24 hours to be activated to attend the Virtual Congress.

Speaker Profile

Please upload your profile photo and biography to the Congress System (http://congress.apaophth.org/). When you log in to the Congress System, you will find "Personal Particulars" under "Registration" from the left-side menu. Your photo and biography uploaded will be shown during the APAO 2021 Virtual Congress and on the Congress mobile App.

The dimension of profile photo is 300 x 300 pix with 150 dpi

A concise biography is recommended for your Chairs to introduce you properly during the session.

Prepare Your Presentation

All presentations are requested to be pre-recorded.

Conflict of Interest: All Speakers must state and declare, on the SECOND SLIDE of their presentation PowerPoint, any Conflict of Interest (including Financial Disclosure) with regard to each of their presentations. 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.

Images: Speakers may use images in their presentations where appropriate. It is the Speakers' responsibility to ensure they have the copyright permission to use the images in their presentations. 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, it is highly recommended to use high-resolution images in your slides to guarantee a good image quality.

Design: Make sure that your text is legible, 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 or clarify your ideas, but do not go overboard with too many colors or various fonts. An excess of special effects or animations will only distract the viewers' attention from your main points.

Content: The Virtual Congress attendees – from medical students to experienced specialists – have a variety of experiences, interests and levels of knowledge. Please avoid assuming knowledge and make sure you provide enough background information on your presentation topic.

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

Presentation Duration: Each session will last for 60 minutes. The duration of each presentation will depend on the number of speakers in a particular session. Please consult the session Chairs about the session format and your allocated presentation duration if you have not yet received any information.

Scientific Program Schedule: Although it is ideal that each Speaker could attend the live session, it is not compulsory considering the various time zones we are in. Please consult the session Chairs if your attendance during the live session is required. For the session Schedule, please see http://2021.apaophth.org/schedule/. Kindly note that the Schedule may be subject to change as required. Please make sure to check if there is any update.

Pre-record Your Presentation

Pre-recording Tips:

Dress as you would for a physical meeting.

Prepare your environment and equipment:

- Quit environment
- Clean wall background (or a virtual background)
- Camera & microphone (if not integrated in your computer)
- Video conferencing tools with recording function

Pre-recording Tools:

To pre-record your presentation, the most convenient way is via a video conferencing tool. Zoom is a user-friendly tool. Guidelines on Zoom recording is available at Local Recording –

[Zoom Help Center.](#)

While you are recording your presentation, you are encouraged to show your face to give the presentation a personal touch.

Pre-recorded Presentation Interface

Apart from Zoom, you are free to use the following video conferencing tools to complete your recording:

• WebEx: [Video Conferencing - Record a Cisco Webex Meeting](#)
• Skype: [Skype for Business: Recording a Meeting | Information Technology Services | Bemidji State University](#)
• Google Meet: [Record a video meeting - Meet Help](#)
• Gotomeeting: [How to Record a GoToMeeting Session | Techwalla](#) and [How to Convert and Open the GoToMeeting Recordings](#)
• Microsoft Teams: [Record a meeting in Teams - Office Support](#)

Pre-recording Specifications:

The following technical requirements apply to all video submissions:

Format
• 720p resolution
• MP4 using the H.264 codec
• 16:9 aspect ratio

File Size
• 200MB

Please note that your video with unusual software or codecs may cause failure when uploading to the Congress System. Any software applications or digital video clips requiring a specific computing platform or additional software to play are not accepted.

Please keep your pre-recorded presentation strictly within your allocated presentation duration. Any overrun may result in resubmitting recordings. Please consult the session Chairs about the session format and your allocated presentation duration if you have not yet

received any information.

Submit Your Pre-recorded Presentation

In order for videos to be verified by the technical team, there is considerable urgency in preparing and uploading your video. Accordingly, you are requested to finalize and submit the video **by 23:59 (GMT+8) 15 August 2021**.

Please ensure that you thoroughly usability test your video, including a final test to ensure that your digital video file can be played on different computers.

When you are ready to submit your pre-recorded presentation, please log in to the Congress System (https://congress.apaophth.org/).

1. On the left-hand side menu, under "Speaker", choose "Speaker Consent & Presentation Upload". Please do read through the Speaker Consent and take actions accordingly.

2. Click on the "Choose file" to upload your video.

3. You can always review the uploaded file by pressing the "Review" button.