



APVRS 2022 Taipei
Invited Program Presentation Guidelines

Introduction

The Congress Committee thanks you for agreeing to present at the upcoming 15th APVRS Congress in Taipei, Chinese Taipei. This document has been prepared to assist you with planning a successful presentation for APVRS 2022 Taipei.

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1. Registration

All invited speakers will enjoy complimentary registration this year. Please remember to complete the registration procedure at <http://congress.apvrs.org/>. For complete guideline for registration and profile update, please visit [here](#).

For invited speakers, please update your profile picture and biography in your personal particulars page at the Congress system. Your photo and biography uploaded will be shown on the congress website and mobile App.

The APVRS 2022 Congress registration desk is located on the 7/F of Taipei Nangang Exhibition Center Hall 2 (TAINEX2) and will operate during the following hours:

Date	Time
November 18, 2022	07:30 – 18:30
November 19, 2022	07:30 – 18:30
November 20, 2022	07:30 – 13:45

On arrival at the Congress, collect your badge and other materials at the registration (**Room F**). During the opening hours noted above, staff will be available to answer your questions and provide information about the Congress, venue, and surrounds.

2. Preparing Your Presentation

Affiliation and Financial Disclosure: Financial disclosure must be made by every speaker for every presentation irrespective of whether the financial interests are relevant to that particular presentation. The second slide of every presentation must be on disclosure. If there is no financial interest, please put ‘Financial Disclosure: Nil’ on the slide.

Videos: The audio-visual system used at the Congress will be Microsoft Office PowerPoint. Any video clips within your presentation should be **MP4** encoded to H.264, **AVI** or **WMV** format playable in PowerPoint. Please do **NOT** use **.mov** (QuickTime) or **.3pg** files, which are NOT supported in PowerPoint for Windows. Please test the video beforehand to ensure that it loads quickly enough during the presentation.

IMPORTANT NOTE: Please embed your video in the PowerPoint presentation using the **INSERT function**. Please do **NOT** use ‘link to file,’ as the link will fail to work when your PowerPoint is played on a different computer from yours.

Design: Clarity is key. Use font styles and sizes that are easy to read, with larger sizes for titles and headings. Please avoid using similar colors for the text and background. Additionally, do not crowd too much text onto the slides. Simple and plain background is recommended for speakers.



Font: Only standard fonts that are installed in Microsoft Office 2010 will be supported. If you need a special font, it should be **embedded** in your PowerPoint presentation. [This website](#) shows you how to embed fonts for a consistent text appearance across systems in PowerPoint. Use font styles and sizes that are easy to read, with larger sizes for titles and headings. Additionally, do not crowd too much text onto the slides.

Images: Presenters may use images in their presentations, where relevant. It is the presenters' responsibility to ensure they have the right to use the images in their presentations. As presentations will be played from a computer via a projector, presentations with large file sizes or photographs should have the photos compressed to 96 dpi for screen/web. This will decrease the file size without affecting the image quality. This feature is available within PowerPoint in the picture toolbar. Use graphs rather than just figures and words to make data easier to comprehend. Ensure that graphs and other illustrations are simple with limited text.

Content: To ensure your presentation caters to a wide-ranging audience, please carefully explain the background of your abstract and provide clarity on the topic you are discussing. Thus, all Congress attendees – from medical students to experienced specialists – should be able to engage with the information.

Language: All presentations are to be made in **English**. If English is not your first language, please take the time to write your presentation and have the grammar proofread by someone. Speak slowly, use short sentences and small words, and avoid phrases that are difficult to pronounce.

Presentation Schedule: The presentation schedule shall be available on the congress website once available. You can also log in to your Congress account to check your involvement summary and look for any updates before you prepare your PowerPoint presentation.

Presentation Duration: Each session is 90 minutes. The duration of each presentation will depend on the number of speakers in a particular session. The APVRS Secretariat shall notify the session time and details in due course.



3. Presentation Guidelines

This year, as the congress will be held in a hybrid format, please read the information below carefully for the presentation guidelines according to your format of attendance.

A. Guidelines for Physical Attendees

Speakers can choose to submit the presentation file(s) via:

- (1) **Virtual Speaker Ready Room** (Till November 6, 2022), or
- (2) **Physical Speaker Ready Room** (November 18 - 20, 2022)

Submission of Presentation									
Submission Portal (Choose 1 out of 2 options)	Details								
<i>Due to the hybrid format and limitation of the venue this year, speakers are NOT allowed to use your own laptop/Macbook for presentations. Speakers must upload their slides to either the virtual or physical speaker ready room in advance.</i>									
1. Virtual Speaker Ready Room	<ul style="list-style-type: none"> Speakers should upload the PowerPoint presentation slides to our virtual speaker-ready room through the congress system by 23:59 Nov 6, 2022 (Sun, GMT+8). If speakers would like to make further amendments to your presentation file(s) after Nov 6, please visit the physical speaker ready room to re-upload your revised file(s) during the Congress. 								
2. Physical Speaker Ready Room (Meeting Room 702)	<ul style="list-style-type: none"> The computers in the Speaker Ready Room will have the exact 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/or formatting issues. The PowerPoint presentation and video files you have uploaded to the computer in the Speaker Ready Room will be automatically transmitted to the laptop computer at the podium in the session room before your session begins. Please visit the speaker ready room and upload your presentation at least one hour before your session starts. Operating Hours: <table border="1" style="margin-left: 20px;"> <thead> <tr> <th>Date</th> <th>Time</th> </tr> </thead> <tbody> <tr> <td>November 18, 2022</td> <td>07:30 – 18:00</td> </tr> <tr> <td>November 19, 2022</td> <td>07:30 – 17:00</td> </tr> <tr> <td>November 20, 2022</td> <td>07:30 – 15:00</td> </tr> </tbody> </table> 	Date	Time	November 18, 2022	07:30 – 18:00	November 19, 2022	07:30 – 17:00	November 20, 2022	07:30 – 15:00
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On the Day of Your Presentation									
Audio Visual	<ul style="list-style-type: none"> Rooms in TAINEX 2 will have screens with 16:9 ratio. The session room will be set up with theatre-style seating. Standard equipment will include: <ul style="list-style-type: none"> Lectern Microphone Data projection equipment including computer (PC) equipped with 								



	<p>Microsoft Office PowerPoint, remote mouse (with laser pointer), computer audio, and a projection screen</p>
<p>Giving Your Presentation</p>	<ul style="list-style-type: none"> • Please arrive at the session room at least 5 minutes before the session starts. All the sessions will start and end on time, and this will be strictly enforced by the session chairs. Most 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 speaker before you have finished his/her presentation. In the event that there are 2 podiums, you must stand at the vacant podium while the speaker before you are still presenting. • You can control your presentation on the laptop computer at the podium with a remote presenter. Speak directly into the microphone. You can wave at the technician in the room if you need any assistance. Please do NOT overrun, as every minute that you go over your maximum presentation time is a minute less for presenters later on the agenda. Therefore, all presenters need to be respectful towards their fellow presenters.
<p>Important Notes for Mac Users</p>	<ul style="list-style-type: none"> • 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 .mpg format. Please test the converted videos before you come to the Congress. • If you have difficulty converting your .mov videos or if you have a considerable number of .mov videos to convert, please make sure you go to the Speaker Ready Room at least 1 hour before your scheduled presentation(s) and ask a technician in the Speaker Ready Room to help you convert the files.



B. Guidelines for Virtual Attendees

Submission of Presentation	
Submission Portal	Details
Virtual Speaker Ready Room	<ul style="list-style-type: none"> Speakers should upload the pre-recorded presentations to our virtual speaker-ready room through the congress system by 23:59 Nov 6, 2022 (Sunday, GMT+8). The following technical requirements apply to all video submissions: <ul style="list-style-type: none"> Format: MP4 file using the H.264 codec, with 16:9 aspect ratio and 720p resolution. 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. Length of your Recording: Kindly note that the time schedule of each session is extremely tight, and presentations should not exceed your allotted time. You are strongly recommended to rehearse your presentation(s) before recording. If you have exceeded the allotted time, the Secretariat may trim or edit your recording(s) without prior notice. Submission after the said deadline may NOT be considered. No changes shall be made after the submission deadline.
Tips on the Day of Recording	
Dress code	<ul style="list-style-type: none"> Please dress as you would do for a physical meeting
Stable and strong internet connection	<ul style="list-style-type: none"> Please make sure you have a stable internet connection during the recording.
Quiet Environment	<ul style="list-style-type: none"> Try to avoid background noises in the room of your recording and to ensure no one will interrupt you while you are recording
Background	<ul style="list-style-type: none"> Please keep the background neutral to avoid distraction.
Audio	<ul style="list-style-type: none"> You are recommended to use a headset for better sound quality. If you are recording via Zoom, you are recommended to join a test meeting here.
Camera and light	<ul style="list-style-type: none"> Make sure the built-in camera is at the correct height. The ideal height for the camera is just above eye level. Make eye contact with the audience by looking into the lens of the camera. Please make sure there is sufficient light for optimal-quality images during your recording.
Preparing Your Recording	
<ul style="list-style-type: none"> To ensure the programs go smoothly, all presentations from speakers who are attending virtually MUST be pre-recorded. We have prepared a step-to-step manual on how to record your presentations on Zoom (Downloadable here). Apart from Zoom, there are many video conferencing tools that can help you to pre-record your presentation, such as WebEx, Skype, Gotomeeting, Microsoft Team. Please contact winnieho@apvrs.org if you have any questions. 	



Submitting Your Presentation(s)

- Speakers must register and upload their recording(s) to our Virtual Speaker Ready Room on Congress System **no later than Nov 6, 2022 (Sunday), 23:59 (GMT+8)**.
- Files uploaded after the deadline may NOT be able to be incorporated into the program.
- Before submitting your pre-recording, please make sure your video can be viewed without any visual or audio failure.
- **Resubmission requests after the said deadline may not be considered.**
- When you are ready to submit, you may follow the submission guideline here.
- All presentations will be on demand for viewing until April 21, 2023 (Friday).
- If you have any concerns, please contact secretariat@apvrs.org