

SPECIFICATIONS FOR PHYSICAL POSTER PRESENTATION

Printed Posters Need to Be Put Up on the Allocated Poster Board in the Poster Presentation Area

1. Poster Size

- **Sizes:**
 - **118.9 x 84.1 cm**
- **Orientation:**
 - **Portrait**

2. Margins and Layout

- **Margins:** Ensure that the poster has at least 2.5 cm (1 inch) margins on all sides.
- **Columns:** Organize the content in a **3 to 4 column format** to help viewers navigate the information easily.
- **Section Layout:** Follow a logical flow with the following sections in a top-left to bottom-right arrangement:
 1. **Title**
 2. **Introduction/Abstract**
 3. **Methods/Approach**
 4. **Results**
 5. **Discussion/Conclusion**
 6. **References** (if required)
 7. **Acknowledgments** (optional)

3. Text Specifications

- **Title Font Size:** 85–110 pt. The title should be readable from 3-4 meters away.
- **Section Headers Font Size:** 36–44 pt. These should stand out but not overpower the title.
- **Body Text Font Size:** 24–32 pt. Choose an easily readable size, ideally visible from 1–2 meters away.
- **Font Type:** Use **sans-serif fonts** (e.g., Arial, Helvetica, Calibri) for readability from a distance.

- **Line Spacing:** Use 1.15 or 1.5 spacing for clarity.

- **Word Count:** Aim for 300–800 words across the entire poster. Keep sentences short and concise to maintain interest.

4. Visual Elements

- **Images/Graphics:**
 - Resolution: Ensure **300 dpi** (dots per inch) for all images, graphs, and figures to avoid pixelation when printed.
 - Size: Images should be large enough to be clearly visible but should not dominate the poster.
 - Labels: All visuals must be properly labeled, including axes for graphs and figure legends. Text within visuals should be at least 20 pt.
- **Charts and Graphs:**
 - Simplify data presentation—focus on key findings and avoid overly complex graphs.
 - Use color contrast for clarity, but avoid excessive use of color.

5. Color and Background

- **Background Color:** Opt for a **light, neutral background** (e.g., white or light gray) to maintain professionalism and improve readability.
- **Text and Graphic Colors:** Use dark colors (e.g., black, dark blue) for text and headings. Avoid neon or overly bright colors.
- **Color Contrast:** Ensure strong contrast between text and background to maximize readability. For example, use dark text on a light background.
- **Color Consistency:** Limit the use of colors to 2–3 complementary shades to maintain a clean, professional look.

6. Poster Components

- **Title:**
 - Should be **short and descriptive**.
 - Place your name, affiliations.
- **Abstract/Introduction:**
 - Provide a brief background on the research question or hypothesis.

- Summarize the study's objective in 2–3 sentences.
- **Methods/Approach:**
 - Briefly outline the research methodology.
 - Use **bullet points or flow diagrams** for easy comprehension.
- **Results:**
 - Present data clearly and concisely, using **graphs, charts, or tables** where appropriate.
 - **Highlight** the most important findings.
- **Discussion/Conclusion:**
 - Summarize **key takeaways** or implications of the findings.
 - Suggest areas for future research, if relevant.
- **References:**
 - Include only key references that are necessary to understand the research. Use smaller font (e.g., 18 pt) for the references section.
- **Acknowledgments:**
 - Include names of collaborators, funding agencies, or institutions that supported the work (optional but common).

SPECIFICATIONS FOR FREE PAPER/INTERESTING CASES PRESENTATION

Free paper/Interesting cases/Ophthalmology Case Files

1. Time Management

- **Presentation Duration:** 4 Minutes
- **Strict Timing:** Practice your presentation multiple times to ensure you stay within the time limit. Negative scoring will be awarded if speaker crosses time limit.

2. Slide Deck Specifications

- **Number of Slides:** Aim for 8-12 slides (Maximum 15).
- **Slide Dimensions:** Use 16:9 aspect ratio (widescreen)
- **Text and Fonts:**
 - **Title Slide:** Keep the font size large, usually 32–40 pt for the title, with your name and affiliation below.
 - **Body Slides:** Use 24–32 pt font for text, and keep bullet points concise (1-2 lines each).
 - **Font Type:** Use sans-serif fonts (e.g., Arial, Calibri, Helvetica) for readability.
 - **Number of Bullet Points per Slide:** Limit to 3–5 bullet points per slide to avoid overwhelming the audience.
- **Background and Contrast:** Use a simple background (white or light gray) with high contrast text (dark colors like black or dark blue). Avoid overly complex backgrounds or distracting graphics.
- **Transitions and Animations:** Use minimal or no animations/transitions unless necessary for understanding the content. Avoid fancy transitions that can distract from the message.

3. Content Organization

- **Title Slide:**

- Include the **title of the presentation**, your **name**, your **affiliation**, and any co-authors.
- Keep the title informative and concise, summarizing the main point of your research.
- **Introduction Slide(s):**
 - Provide background information on the topic, explaining the **clinical relevance** and **rationale** for your study.
 - State the **objective/hypothesis** of the research clearly.
- **Methods Slide(s):**
 - Outline the methodology in a simple format. Use diagrams, flowcharts, or brief bullet points to summarize the steps.
 - Specify key details such as the **study design**, **patient demographics**, and any **inclusion/exclusion criteria** if applicable.
 - For Interesting Cases, this section can be skipped if not required
- **Results Slide(s):**
 - Present key findings in **graphs, charts, or tables**. Use visuals to simplify complex data.
 - Avoid overcrowding the slide with too much data; focus on the **most significant results**.
 - Label axes clearly, and provide brief explanations or highlights of important trends or differences.
- **Discussion/Conclusion Slide(s):**
 - Summarize the **main findings** of your study, including the clinical implications.
 - Discuss the relevance of the results in ophthalmology practice or research.
 - Mention **limitations** of the study and potential areas for future research.
 - End with a **take-home message** or **key conclusion** for the audience.
- **Acknowledgments (if applicable):**
 - Briefly acknowledge collaborators, institutions, and funding sources at the end of the presentation.

4. Visual Elements

- **Graphs and Charts:**

- Use **simple, clear visuals** (bar graphs, pie charts, line charts) to present results. Avoid using more than one complex graph per slide.
- Ensure that all visuals are **high-resolution** and that labels and legends are readable (20–24 pt font).

- **Images:**

- Ensure **proper labeling** of clinical images and maintain patient privacy (blur sensitive information if needed).
- Use arrows or annotations to highlight important findings in the images.

- **Color Use:**

- Choose **2–3 consistent colors** for charts and graphs, maintaining **high contrast** for readability.
- Avoid excessive or overly bright colors, as they can distract the audience.

5. Technical Considerations

- **File Format:** Save the presentation in **PowerPoint (.pptx) format**.

6. Ethical and Compliance Considerations

- **Patient Consent:** Ensure that any patient data or clinical images have proper consent for use, and maintain anonymity where required.
- **Conflict of Interest:** **Disclose any financial relationships** or potential conflicts of interest during your presentation.

7. Common Pitfalls to Avoid

- **Too Much Text:** **Avoid overloading slides** with text. Use bullet points and speak to the details.

- **Overuse of Data:** Present only the most **pertinent results**. Avoid overwhelming the audience with excessive data.
- **Fast Pacing:** Don't rush through the slides. Focus on explaining key findings clearly.
- **Ignoring Time Limits:** Be mindful of the presentation time to avoid being cut off by the moderator.