



## **APAO Speaker Presentation Guidelines**

### **Oral Presentation**

**Important Note:** According to the EACCME regulation, every speaker must provide a declaration of perceived or actual conflicts of interest as a second slide of his/her presentation.

#### **Introduction**

The Congress Committee would like to thank you for agreeing to present at the upcoming 41<sup>st</sup> APAO Congress at the Hong Kong Convention & Exhibition Centre (HKCEC). This document is to assist you with planning an effective presentation for APAO 2026.

#### **Registration**

- **Complimentary Registration for All Invited Faculty.** If you have not yet completed your registration, kindly log in to your Congress System account at <https://congress.2026.apaophth.org/> and follow the [registration guidelines](#). Kindly note that completing your registration is essential for your participation in the upcoming congress. Your badge, required for attending APAO 2026, can only be issued upon successful registration.
- **All Submitted Speakers** of Instruction Course/Free Paper/Rapid-Fire/Poster Discussion presentations must register and pay the applicable registration fee to stay in the program. There is no concessionary registration fee for presenters. Presenters who fail to pay registration fees will face the risk of being removed from the program at the discretion of the Program Committee. For more information, please visit the Registration page on the Congress website at <https://2026.apaophth.org/registration/>.

The registration desk for the APAO 2026 Congress is located on Level 5 of HKCEC, within the lobby area situated between Exhibition Halls 5E and 5FG. Its opening hours are as follows:

<u>Date</u>	<u>Time</u>
February 4, 2026	14:00 – 18:00
February 5 - 7, 2026	07:30 – 18:00
February 8, 2026	08:00 – 12:00

#### **Speaker Profile**

To facilitate proper introductions by the session chairs (or co-chairs) and to help the audience get to know you, please provide your institution name (affiliation), a profile photo (preferably with height and width in a 1:1 ratio), and a brief bio under the **'Registration' > 'Personal Particulars'** tab in your Congress account. Your uploaded photo and biography will be shown



onsite during the APAO 2026 Congress and on the Congress Mobile App. Invited speakers' profiles will also be reflected on the [Invited Faculty webpage](#).

**A concise biography is recommended so that your Chairs can introduce you properly.**

### **Preparation for Your Presentation**

**PowerPoint:** Please prepare your presentation file using PowerPoint version 2019, 2021 or Microsoft 365. Older versions of PowerPoint will not be supported. Please save your file as **PPTX** instead of PPT.

**Conflict of Interest:** All Speakers must state and declare, on the **SECOND SLIDE** of their PowerPoint file, any Conflict of Interest (including Financial Disclosure) regarding each presentation. If there is no Conflict of Interest, Speakers should state 'Conflict of Interest: NONE' on the slide. If there is a conflict, please state 'Conflict of Interest: Yes' followed by details.

**Use of Commercial Names:** If your presentation is going to mention any commercial names of medical devices, software, or equipment, you should include the following disclaimer on the second slide of your PowerPoint file:

*"Commercial names of medical devices/software/equipment may appear in this content because they are linked to specific medical procedures, which are the focus of this training material. Other products in the market can be used to perform the aforementioned medical procedures. The educational provider does not endorse any particular product."*

**Video:** Any video clips in your presentation files should be in **MP4** encoded to **H.264** that can be played in PowerPoint. Do **NOT** use **.mov** (QuickTime) or **.3pg** files, which are **NOT** supported by PowerPoint for Windows.

Please test the video beforehand and make sure it plays properly.

**IMPORTANT NOTE:** Please use the **Insert** function to embed your video into the PowerPoint presentation. Do **NOT** use 'link to file' as the link will become invalid when your PowerPoint file is played on a different computer. Please trim your video clips to include only the exact segments you intend to present during your talk. Fast-forwarding through embedded video clips may not be supported under the Presenter View in PowerPoint.

**DVDs/CDs:** Videos on DVDs/CDs will not work during PowerPoint presentation sessions. Only PowerPoint slides with video(s) inserted will work well.

**Fonts:** When choosing fonts for your presentation, please make sure that they are supported by Microsoft Office 2010. If a non-standard font is used, it should be **embedded** in your PowerPoint presentation. The following link shows how to embed fonts for a consistent text appearance across systems in PowerPoint: <https://support.microsoft.com/en-us/office/embed-fonts-in-a->



[publication-to-ensure-their-availability-644449b9-22ab-4c80-9ffe-a7ddc183a650](https://2026.apaophth.org/publication-to-ensure-their-availability-644449b9-22ab-4c80-9ffe-a7ddc183a650). Text, tables, and graphics should be of sufficient size to be clearly visible at a distance. Large amounts of information should be split across slides.

**Images:** Speakers may use images in their presentations where appropriate. It is the speakers' responsibility to ensure they have copyright permission to use the images. Please make use of simple charts, graphs, and diagrams to get your messages across. Remember that your virtual presentation is to be transmitted through the Internet. Visuals will generally be compressed. Therefore, using high-resolution images in your slides is highly recommended to ensure good image quality.

**Design:** Please make sure that your text is legible and 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 and help elucidate your ideas, but do not go overboard with too many colors or fonts. Excessive special effects or animations will only distract viewers' attention from your main points.

**Content:** Please note that Congress attendees range from medical students to experienced specialists and they have a variety of experiences, interests, and levels of knowledge. We encourage you to provide enough background information on your presentation topic.

**Language:** All presentations in sessions with English session themes must be written and delivered in English. If English is not your first language, you are encouraged to rehearse your presentation several times in advance. Please speak slowly, use short and clear sentences, and avoid words or phrases that are difficult to pronounce.

All presentations in the Chinese Scientific Program (sessions with Chinese session themes) must be written and delivered in Chinese (Mandarin or Cantonese).

**Scientific Program Schedule:** Each session will last for 90 minutes. The duration of each presentation will depend on the number of speakers in a particular session. The session schedule is available at <https://2026.apaophth.org/program-schedule/>. As the schedule may be subject to changes as required, please check the website regularly for the most up-to-date arrangement.

### **Online Speaker Ready Room**

The Online Speaker Ready Room will be available from January 5 to 23:59 February 2, 2026 (Hong Kong Time, GMT+8) via the Congress System.

**IMPORTANT NOTE:** Given the limited capacity of the Onsite Speaker Ready Room and the anticipated wait times, **we strongly recommend uploading your PowerPoint slides to the Online Speaker Ready Room system during its operational period.** It is advisable to prepare in advance and avoid last-minute usage as the expected surge of users may cause the uploading process to fail or take a long waiting time.



Additionally, we suggest bringing a copy of your presentation file (either on a USB drive or your laptop) to your onsite session room as a backup.

\*Guidelines on using the Online Speaker Ready Room will be provided prior to its opening.

## **At the Meeting**

### **Onsite Speaker Ready Rooms**

To facilitate speakers' preparation and help manage traffic flow, **three Onsite Speaker Ready Rooms** will be set up at different locations within the Congress venue.

In case you have not uploaded your PowerPoint presentation file onto the Online Speaker Ready Room before the Congress, please visit the Onsite Speaker Ready Room when you arrive at the venue. All files must be uploaded **at least two (2) hours** prior to the start of your session.

The computers in the Speaker Ready Room will have configurations similar to those in the session rooms. It is imperative that you review your presentation in the Speaker Ready Room and resolve any compatibility and formatting issues.

The PowerPoint files you uploaded onto the Speaker Ready Room computer will be automatically transmitted to the computer(s) in the session room before your session begins.

The **locations and opening hours** of the Speaker Ready Rooms are as below:

<b>S222 (L2)</b>	
<b><u>Date</u></b>	<b><u>Time</u></b>
February 4, 2026	14:00 – 18:00
February 5 - 7, 2026	07:30 – 18:00
February 8, 2026	07:30 – 12:00

<b>N204-205 (L2)</b>	
<b><u>Date</u></b>	<b><u>Time</u></b>
February 4, 2026	14:00 – 18:00
February 5 - 7, 2026	07:30 – 18:00
February 8, 2026	07:30 – 12:00



### Chancellor Room Foyer (L4)

<u>Date</u>	<u>Time</u>
February 4, 2026	14:00 – 18:00
February 5 - 7, 2026	07:30 – 18:00

### Audio and Visual Equipment

- ✧ Screens with a 16:9 ratio will be provided.
- ✧ Session rooms will be set up with theatre-style seating.
- ✧ Other standard equipment will include:
  - Podium
  - Microphone
  - A mouse and a clicker
  - Data projection equipment, including a personal laptop equipped with Microsoft Office and PowerPoint, computer audio, and a projection screen
  - Dual screens or side screens are available in some session rooms

### Delivering Presentations

By default, your PowerPoint presentation will be displayed in **Presenter View**, which allows you to see your speaker notes, upcoming slides, and a timer during your presentation.

If you prefer to use **Slide Show Mode**, which displays only the current slide as seen by the audience, please inform the stand-by technician to switch to this mode before your presentation.

Should you need assistance during your presentation, feel free to wave at the technician in the room.

A timer will start when your presentation begins. Kindly be mindful of your allotted time. To ensure mutual respect among presenters, **please DO NOT overrun**, as every overtime minute will be deducted from the subsequent presenters on the agenda.

### Important Note to Mac Users

- ✧ Please note that PowerPoint on Windows cannot play .mov videos. Any video clips within your presentation must be in MP4 format, playable in PowerPoint.
- ✧ If you need assistance in converting the video(s) into the correct format, please go to the Onsite Speaker Ready Rooms at least 24 hours before your scheduled presentation(s) and so that an onsite technician can help you.
- ✧ You will only be allowed to present with your own MacBook at the discretion of the Organizing Committee. In case you need to present with your own MacBook, please bring your own HDMI adaptor. Otherwise, your MacBook cannot be connected to the projector, and we cannot show your presentation.