

APAO Presentation Guidelines

Poster Presentation

Introduction

The Congress Committee would like to thank you for agreeing to present at the upcoming 41st 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

All poster presenters 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

Financial Interests

Financial interests, if any, must be disclosed and included in the poster. Presentations must NOT be used to promote a commercial product.

Poster Exhibition Locations

- Exhibition Hall, Level 5, HKCEC

Poster Number

The poster number is made up of two components: the first part is a three-alphabet code which identifies the subspecialty of your poster; and the second part is a four-digit number that represents your assigned poster panel number.

Example: CAT-0001

- **CAT:** Subspecialty is Cataract
- **0001:** Poster panel number is 0001



(Poster panel banner is produced by the congress and placed above each panel)

Check your poster number on the complete list of accepted posters at this link: [Program Schedule](#).

** Search by poster title or author's name, click the poster, and find the poster number on the details page.*

Please be sure to print your full poster number on your poster.

Poster Mounting/Dismounting

- Mounting: February 5 -7, 2026, 09:00 – 11:00
- Dismounting: February 7, 2026, before 18:00

Adhesive tape will be provided in the poster display area for affixing your posters.

Poster Sessions

Make sure you are in the vicinity of your poster during the morning and afternoon tea breaks when your poster is displayed.

- Morning tea break: 10:30 – 11:00
- Afternoon tea break: 16:00 – 16:30

Poster Presentations

- Each presenter has an option to prepare an audio recording (if any, maximum length: 3 minutes) to accompany the poster presentation. The recording should be uploaded to the APAO [Congress System](#) by 23:59 (GMT + 8) on **January 30, 2026**.
- After** the audio file is uploaded, the system will automatically generate a QR code. Please download this QR code and insert it into your Poster so viewers can scan it to listen to your presentation.

Upload

Audio (optional)

please download this qr code after uploading and attach it to your poster/ e-poster.

Download QR Code

Upload

[68074b48bd764edadc08557c.mp3](#) x

- Poster presenters are also welcome to upload a digital version of the poster (in JPEG format) to the Congress System, allowing reviewers to view the poster online or at the e-poster stations.
- The poster presenter will receive a 'program participant' ribbon to be attached to the delegate badge, acknowledging his/her participation in the submitted program.

Poster Dimensions

The dimensions of the poster graphic are 1030mm wide by 2010mm high.





The 41st Asia-Pacific Academy
of Ophthalmology Congress
in conjunction with
The 37th Annual Scientific Meeting
Hong Kong Ophthalmological Symposium



Poster Layout

Contents should be clearly structured under the headings of Purpose, Methods, Results, and Conclusions. Heading fonts should be larger than the body text. Make sure the poster is not crowded with text.

Poster Design

Posters can be designed using computer programs such as PowerPoint, CorelDRAW or Adobe InDesign. White text on a dark background may be used, but only sparingly. In general, white, muted, or pastel backgrounds with black text are the best options. Use an appropriate balance of text and images to convey your message in a reader-friendly way.

Text & Font Size

The text should be concise to ensure good visibility at approximately 3 feet. Please include all the most important ideas, but not necessarily all the fine details. Use a font size of at least 20 points and single spacing for body text. Do not use ALL UPPER-CASE TEXT because it is difficult to read.

Tables

Tables should be simple and easy to follow.

Illustrations

The legend of a figure should appear below the figure. Illustrations are more appealing if they are in color.

References

Please include eight pertinent references at most.

Copyright

Please ensure you have the right or obtained permission to use any images in the poster. This includes licenses for copyrighted materials and consent forms from patients recognizable in photographs or images.

Optional Service Provided by the Official Contractor

If you wish to place an order for printing services, please contact our designated official contractor, **AMC (Exhibits) Ltd.**

Unit Cost per set: HKD 1,200

Service includes:

- Posting the poster to the correct poster panel (** Delegate please specify the assigned date & panel no. when placing the service order*)
- Removing the poster at the end of the assigned day

Submission Files Include:

- Editable AI file and (with image and text outlined)
- PDF preview file

Graphic Submission Reminder:

- Please verify the size and content before submission.
- Ensure that no key visuals or elements are placed along the border.
- Submit a ready-to-print outlined file in the following formats: AI (Editable) and PDF (For Preview).
- The printing file should have a minimum resolution of 200 dpi & a 3-5mm bleed.
- AMC (Exhibits) Ltd will only verify the file size. Delegates are encouraged to check their files thoroughly before submitting.

Submission deadline: January 20, 2026

(*A 20%-50% surcharge will be applied after the deadline)

Contact information:

Ms. Rachael Mak at rachael.mak@arconmarketing.com