



Dear poster presenter,

Congratulations on being selected for a **poster presentation** at the XIVth International Orthoptic Association Congress being held virtually from 9-11 June 2022. Please take the time to look at the poster guidance below.

Firstly, don't forget to register for the event! You can register www.delegate-reg.co.uk/ioa2022/registration. You must register by **Monday 4th April 2022** to keep their poster in the programme.

Viewing of your Poster

Your PDF poster will be displayed on-line during the congress as well as for 3 months post congress.

Interactive Poster sessions (NEW)

Congress organizers are keen to maximize participation for all delegates of this virtual Congress. This includes activities for authors of our poster submissions.

To achieve this, we created a daily 'interactive poster session' where each poster has been assigned to one of the three sessions. Your session assignment can be found in the Congress programme www.delegate-reg.co.uk/ioa2022/programme-2022

We attempted to accommodate your time zone as best we could within this complex international programme. Your active participation in this session will greatly enhance the overall experience for delegates who will want to interact directly with you and your research.

What authors can expect in the Interactive Poster Session:

- Much like an in-person Congress, delegates will want to interact directly with authors of posters. To replicate this experience virtually we are asking the presenting author to be available online during your assigned session to interact live with delegates. During this time, you will have access to your camera, microphone and the ability to screen share.
- This interactive session runs for 40 minutes, during which you will be assigned a virtual room where delegates can join to ask questions.
- Questions from delegates can be come either through a chat function or via their microphones.
- Your co-authors can also participate, but they will need to join via the delegate queue. They will not have the ability to screen share but will have access to their microphone.

- Presenter tasks:
 - On your screen you will see delegates requesting to join your virtual room. You will need to accept delegates into your room. Only a maximum of 10 delegates can be allowed in at one time. However, if someone leaves, you can invite in the next person from the queue.
 - It is recommended you screen share your poster to allow delegates to view while in your room.
 - We suggest engaging with an audience for around 10 minutes as delegates will be navigating between different posters during this session.
 - If there are many delegates waiting for you in a queue, we recommend ending your current session after 10 minutes and go into your next virtual room to accept a new batch of 10 delegates.

Each session will take place on a platform called OnAIR. **Further information** about how to join the Congress and participate in the interactive poster session within the virtual platform will be sent no later than one week prior to the Congress.

Creating your poster

When creating your poster, please be mindful to take steps that ensure your content is accessible to all, these include but are not limited to:

- Landscape orientation
- Keeping bullet points to a minimum and concise
- Use a legible font and size. Please avoid using Serif fonts, where possible
- Consider avoiding colour combinations that others may struggle to distinguish between, e.g. red and green, green and brown, green and blue etc.
- As we are not restricted by the size of a poster board, there are no restrictions on poster size for a virtual event.

Opportunity to include voice overlay (optional)

You are invited to include a 3-minute voice recorded summary explaining your research. We feel this will give an extra dimension to your poster when sharing your research with the world.

This voice overlay will be included as part of the post-congress content available to delegates. We recommend using the record option within PowerPoint or with Zoom to record your voice overlay. However, we accept any platform that ensures good audio quality and can be saved as a file.

Submitting your poster and a pre-recording

Please send your poster, and if included your recorded voice overlay, to ioa@kc-jones.co.uk by **Wednesday 25th May 2022**. Large file sizes can be submitted via WeTransfer or Dropbox. Files will not be accepted from SharePoint. Please make sure you save your presentation in a file with **your name** as the title.

We plan to share all poster information with delegates during and 3 months following the congress. If you do not want your poster to be shared, please let us know in advance.

System demonstration session for Interactive Poster session

We will be providing a poster presenter demonstration to allow you to familiarise yourself with the platform ahead of your session and ease any concerns you may have. Here are the details for this demonstration session;

Date: Tuesday 31st May 2022

Time: 12:00 BST

Zoom Link: <https://us02web.zoom.us/j/81541753100>

Meeting ID: 829 6602 9983

We look forward to welcoming you in June and hearing more about your research!