

Poster Presentation Guidelines

Registration

Please note that all presenters must [register](#) and pay the fees to attend the All-Access Saturday.

Schedule

All presenters must mount their posters on their assigned posterboard before the first poster session. The posters must remain on display until the end of the day, and they must be removed within 15 minutes of the end of the last session. ARVO is not responsible for poster materials left after the removal deadline.

Presentation

The first author is expected to present the same work described in the abstract, with the same title and content, and will reveal the essential structure (DNA sequence), elements of a novel compound, or sufficient identification of new gene compounds.

All presenters are expected to:

- Disclose commercial relationships.
- Design a presentation that is independent, objective, scientifically rigorous, balanced, and free of bias.
- Assure that scientific studies utilized or referenced in their presentation are from sources acceptable to the scientific and medical community.
- The U.S. Food and Drug Administration (FDA) requires disclosures to be made to session participants of unlabeled or unapproved uses of drugs or devices contained in presentations. You must disclose any such uses when discussing unlabeled or unapproved uses of drugs or devices.

Disclosures

Full disclosure must be listed on the poster. First/presenting authors must fully disclose to the session participants all commercial relationships with ineligible companies that existed within the past 24 months and non-remunerative positions that may create a conflict of interest. Full disclosure will include the name(s) of the commercial interest and the nature of the relationship(s). Indicate “None” if no relationships exist. View the [ARVO Commercial Relationships Policy](#) for complete reporting requirements.

Withdrawal Policy

As the first author, you are obligated to present your abstract. If you cannot present, follow the procedures outlined in the Abstract [Withdrawal and Substitute Presenter Policy](#).

A co-author not pre-approved by meeting management as a substitute presenter will not be allowed to present the abstract on your behalf. Failure to comply with the policy will result in your ineligibility to submit an abstract for the 2026 Imaging in the Eye Conference. **Moderators and staff will be on-site to ensure compliance with all requirements.**

ARVO Recording/Photography Policy

In accordance with our culture of academic integrity and respecting the rights of copyright owners, recording by any means including, but not limited to photographing, audiotaping, videotaping, screen capturing, and/or screen recording of any presentations or sessions at or during any ARVO Meeting is only allowed when a poster or presentation displays the icon indicating photography/recording of the material is permitted.

Presenters may display an icon to indicate to the audience whether or not photography/recording of the poster or presentation is permitted. Presenters have been provided with a digital graphic image to incorporate into their slides. Printed images are available to affix to posters or displays. If no icon or image is attached to a poster or paper slide, the default assumption is “No photography is allowed”.

All attendees are expected to adhere to this [policy](#). Violators of the policy risk confiscation of their equipment and/or dismissal from the Meeting as deemed appropriate by ARVO.

Poster Design

The poster board's image area is a maximum of 1.1 meters (44”) high by 1.7 meters (66”) wide (landscape layout). Materials, including the title, may not extend beyond the image area.

- Keep materials clear and concise.
- Include complete disclosures relevant to the abstract's subject matter (see DISCLOSURES above).
- Produce legible material from a distance of at least three feet.
- Use large print and shade or color block letters when possible.
- For legibility, a minimum font size of 28 points and a maximum of 600 words are recommended.
- Avoid using blue-green and magenta-violet, which appear gray to your red-green color-blind colleagues.
- Avoid using red or green - up to 5% of the population is red-green color blind.
- Use a poster layout that follows the main headings in your abstract, i.e., Purpose, Methods, Results, and Conclusion.
- Use of the ARVO logo on your poster is prohibited.
- Do not use industry logos, registered trademarks, trade names, or product-group messages of any defined commercial interest(s). A *commercial interest* is any entity producing, marketing, re-selling, or distributing healthcare goods or services consumed by or used on patients.
- Post your abstract's unique Presentation Number in large type adjacent to the title of your poster. Your Presentation Number was provided in your Abstract Scheduling Notification email on March 25 from imaging@arvo.org.
- The Poster Board Number (alpha/numeric format similar to PB0032) will be posted by ARVO to identify the poster board that you should use to mount your poster for that day. Your Poster Board Number was also provided in your Abstract Scheduling Notification email.
- Leave space on your display for your colleagues to leave notes.
- Include your e-mail address on your poster so viewers can contact you later.
- You may want to provide printouts of your poster as handouts.

Poster Mounting

Pushpins will be available in the Poster Presentation Room.

- Tape, Velcro, or spray adhesive must not be applied to poster boards, or you will be charged for the damage they cause.

Posterboard Location

The poster boards will be in room 251F. The posterboard number will be at the top right of each posterboard.

Printing

Poster printing is the presenter's responsibility and is not available through ARVO. Posters **may not** be delivered to you at the convention center. Below is one local option:

FedEx Office Print & Ship Center

<https://local.fedex.com/en-us/ut/salt-lake-city/office-2401>

Questions?

Email imagingConf@arvo.org or call +1-240-221-2900.