Invited Program Presentation Guidelines

Introduction

The Congress Committee thanks you for agreeing to present at the upcoming 18th APVRS Congress in Manila. This document has been prepared to assist you with planning a successful presentation for APVRS 2025 Manila.

Contents

1. Registration

All invited speakers will enjoy complimentary registration this year. Please remember to complete the registration procedure at http://congress.2025.apvrs.org/.

For invited speakers, please update your profile picture and biography in your personal particulars page at the Congress system. Your photo and biography uploaded will be shown on the congress website and mobile App.

The APVRS 2025 Congress registration desk is located at 2/F, SMX Convention Center and will operate during the following hours:

Date	Time
December 10, 2025 (Wed)	14:00 - 18:00
December 11, 2025 (Thu)	07:30 - 18:00
December 12, 2025 (Fri)	07:00 - 18:30
December 13, 2025 (Sat)	07:00 - 18:30
December 14, 2025 (Sun)	07:00 - 14:15

Upon arrival, collect your badge and materials at the registration desk. Staff will be available during the above hours to answer questions and provide information about the Congress, venue, and surrounding area.

2. Preparing Your Presentation

Affiliation and Financial Disclosure: Financial disclosure must be made by every speaker for every presentation irrespective of whether the financial interests are relevant to that particular presentation. The second slide of every presentation must be on disclosure. If there is no financial interest, please put 'Financial Disclosure: Nil' on the slide.

Videos: The audio-visual system used at the Congress will be Microsoft Office PowerPoint. Any video clips within your presentation should be **MP4** encoded to H.264, **AVI** or **WMV** format playable in PowerPoint. Please do **NOT** use **.mov** (QuickTime) or **.3pg** files, which are NOT supported in PowerPoint for Windows. Pre-recordings must be embedded in PowerPoint. Please test the video beforehand to ensure that it loads quickly enough during the presentation.

IMPORTANT NOTE: Please embed your video in the PowerPoint presentation using the INSERT function. Please do NOT use 'link to file,' as the link will fail to work when your PowerPoint is played on a different computer from yours.

Design: Clarity is key. Use font styles and sizes that are easy to read, with larger sizes for titles and headings. Please avoid using similar colors for the text and background. Additionally, do not crowd too much text onto the slides. Simple and plain background is recommended for speakers.

Font: Only standard fonts that are installed in Microsoft Office 2010 will be supported. If you need a special font, it

should be **embedded** in your PowerPoint presentation. This website shows you how to embed fonts for a consistent text appearance across systems in PowerPoint. Use font styles and sizes that are easy to read, with larger sizes for titles and headings. Additionally, do not crowd too much text onto the slides.

Images: Presenters may use images in their presentations, where relevant. It is the presenters' responsibility to ensure they have the right to use the images in their presentations. As presentations will be played from a computer via a projector, presentations with large file sizes or photographs should have the photos compressed to 96 dpi for screen/web. This will decrease the file size without affecting the image quality. This feature is available within PowerPoint in the picture toolbar. Use graphs rather than just figures and words to make data easier to comprehend. Ensure that graphs and other illustrations are simple with limited text.

Content: To ensure your presentation caters to a wide-ranging audience, please carefully explain the background of your abstract and provide clarity on the topic you are discussing. Thus, all Congress attendees – from medical students to experienced specialists – should be able to engage with the information.

Language: All presentations are to be made in **English**. If English is not your first language, please take the time to write your presentation and have the grammar proofread by someone. Speak slowly, use short sentences and small words, and avoid phrases that are difficult to pronounce.

Presenter Mode: Presenter mode is permitted, allowing speakers to view slide notes during the presentation. Ensure notes are concise and formatted for easy reference in presenter mode.

Presentation Schedule: The presentation schedule shall be available on the congress website https://2025.apvrs.org/program-schedule/.You can also log in to your Congress account to check your involvement summary and look for any updates before you prepare your PowerPoint presentation.

Presentation Duration: Each session is 90 minutes. The duration of each presentation will depend on the number of speakers in a particular session. The APVRS Secretariat shall notify the session time and details in due course.

3. Presentation Guidelines

Please read the information below carefully for the presentation guidelines.

Speakers can submit the presentation file(s) via:

(1) Online Speaker Ready Room (October 1 - December 4, 2025), or
(2) **Onsite Speaker Ready Room** (December 11 - 14, 2025)
- Location: Meeting Room 3, 2/F, SMX Convention Center

Submission of Presentation	
Submission Portal	**Details**
Speakers are NOT allowed to use their own laptop/Macbook for presentations and must upload their slides to Speaker Ready Room in advance.	
1. Online Speaker Ready Room	• The Online Speaker Ready Room will be available on the <u>Congress system</u> until one week before the Congress (i.e. Dec 4, 2025). • Speakers are <u>strongly encouraged to upload their presentation files to the Online Speaker Ready Room in advance</u> to save time and prevent last-minute congestion!
2. Onsite Speaker Ready Room - Location: Meeting Room 3, 2/F, SMX Convention Center	• The computers in the Speaker Ready Room will have the exact same configuration as those in the session rooms. It is imperative that you review your presentation in the Speaker Ready Room where our technicians will help resolve any compatibility and/or formatting issues. • The PowerPoint presentation and video files you have uploaded to the computer in the Speaker Ready Room will be automatically transmitted to the laptop computer at the podium in the session room before your session begins. • Please visit the speaker ready room and upload your presentation **at least** TWO (2) **hours before your session starts.** • **Operating Hours**: <table><tr><td>Date</td><td>Time</td></tr><tr><td>December 11, 2025 (Thu)</td><td>07:30 - 18:00</td></tr><tr><td>December 12, 2025 (Fri)</td><td>07:00 - 18:30</td></tr><tr><td>December 13, 2025 (Sat)</td><td>07:00 - 18:30</td></tr><tr><td>December 14, 2025 (Sun)</td><td>07:00 - 14:15</td></tr></table>
On the Day of Your Presentation	

Audio Visual	• The session room will have screens with 16:9 ratio.
	• The session room will be set up with theatre/classroom-style seating.
	• Standard equipment will include:
	  o PodiumMicrophone
	  o Data projection equipment including computer (PC) equipped with Microsoft Office PowerPoint, remote mouse/presenter, computer audio, and a projection screen

Giving Your Presentation	• **Please arrive at the session room at least 5 minutes before the session starts.** **All the sessions will start and end on time, and this will be strictly enforced by the session chairs.** Most session rooms will have only 1 podium. Please be seated in the front row so that you can go up to the podium immediately after the speaker before you have finished his/her presentation. In the event that there are 2 podiums, you must stand at the vacant podium while the speaker before you are still presenting. • You can control your presentation via the monitor at the podium with a remote mouse/presenter. Speak directly into the microphone. You can wave at the technician in the room if you need any assistance.

Screen Timer Countdown	• There will be a screen timer countdown showing on session chairs' device, presenter laptop and projection screen.
	• The colour of the screen timer varies according to the time left in each presentation:
	   o Green: Presentation starts
	   o Yellow: 1 min left
	   o Red: Presentation time ends
	• **Please do NOT overrun**, as every minute that you go over your maximum presentation time is a minute less for presenters later on the agenda. Therefore, all presenters need to be respectful towards their fellow presenters.

Important Notes for Mac Users	• Please note that PowerPoint on Windows cannot play .mov videos. Any video clips within your presentation are to be in either MP4 or WMV format playable in PowerPoint. • If your presentation was created on a Mac and converted to run on a PC, you must convert .mov videos to .wmv Windows Media Videos with Quicktime 7 Pro or convert them to .mpg format. Please test the converted videos before you come to the Congress. • If you have difficulty converting your .mov videos or if you have a considerable number of .mov videos to convert, **please make sure you go to the Speaker Ready Room at least TWO (2) hours before your scheduled presentation(s) and ask a technician in the Speaker Ready Room to help you convert the files.**