



54th RANZCO Congress

Electronic Poster Presenter Guidelines



Photo courtesy of Tourism Western Australia

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Introduction

The Congress Committee thanks you for accepting the invitation to present at the upcoming 54th Annual Scientific Congress of The Royal Australian and New Zealand College of Ophthalmologists on 21 – 23 October 2023 at the Perth Convention and Exhibition Centre (PCEC), Perth.

This document has been prepared to assist you with planning a successful e-Poster presentation at the RANZCO Congress 2023.

Checklist

Item	Due Date
Register and pay registration fees	Prior to the Congress
Upload your e-Poster as per the instructions below	Monday 9 th October 2023

Registration

All poster presenters must have registered and paid the applicable registration fees to be able to present at the Congress (or have a co-author present) in order to remain in the program. Poster presenters who fail to pay registration fees risk being removed from the program at the discretion of the Program Committee. There is no reduced registration fee for presenters.

Please go to the Registration page on the Congress website at <https://www.ranzco2023.com/registration/> to register if you haven't already done so.

About your e-Poster

The information below provides guidelines, recommendations and tips on how to design and structure your e-Poster. e-Posters will be displayed on screens in a dedicated area at the PCEC as well as the Congress App.

e-Poster Format

Please prepare **up to 3 pages** (minimum 1 page and maximum 3 pages) in **landscape orientation** and save as a PDF file.

Design Tips

- All posters should be a visual presentation of your submitted abstract
- e-Posters should be well thought out and visually appealing, with a balance of text, graphics and neutral space.

Title, Authors and Disclosure

- The title of the e-Poster (should match the submitted abstract).
- Include the names and affiliations of all authors
- Disclosures must be displayed at the bottom of the first page. For example: 'Supported by a grant from ...' or 'No financial disclosures'

Fonts

- Avoid using a mixture of type/font styles
- Recommended font size is 16 – 28 pt or larger sans serif font such as **Arial**

Layout

- Ensure any photographs or figures used are sized so that they are clearly visible.

- Single spacing is recommended
- Use margins around the edge of the slides and ensure there is enough space between the columns.
- Use symbols and colour, however keep to only 2-3 colours

Poster Award

Two independent Judges will decide on the winner of the best poster based on quality and originality of the content. The winner will be selected and announced at the **Poster and Film Festival** on Sunday 22 October 2023 between 17:00 - 18:00.

Poster List

The poster list (with authors and abstracts) can be seen online at:

<https://www.xcdsystem.com/ranzco/program/uzrKkZe/index.cfm>

Top posters as identified by Australian Vision Research (AVR)



Australian Vision Research is an organisation dedicated to promoting and supporting research and awareness into the causes of eye disease and the prevention of blindness. A panel will review the abstracts and identify the 'top abstracts'. These abstracts will be marked in the program and the presenters will be issued a certificate post Congress.

Withdrawals

If you choose to withdraw your poster, please inform the Congress Office in writing immediately. The designated contact person is responsible for notifying all co-presenters about the poster being withdrawn.

Important Notes: A withdrawn poster will not be reinstated.

Uploading your e-Poster

You will need to upload your e-Poster in PDF format using the X-CD portal. Please see below for instructions.

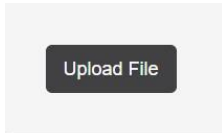
1. Save your e-Poster as a PDF file, landscape orientation (the software will automatically rename your file based on your submission ID#).
2. Log into the Abstract Submission Portal (X-CD):
<https://www.xcdsystem.com/ranzco/abstract/index.cfm?ID=mi14Lfy>
3. Enter your email address and password under the "Returning User" heading.
4. If you have forgotten your password, click the 'Reset Password' text located below the login button.
5. Once logged in, select



6. Locate your accepted poster abstract
7. Select the button labelled **ePoster**



8. Select the **Upload File button** where you will be directed to select your file. Once uploaded, your file will display under the Existing Media Files. *Please note that other areas of the software are locked for editing.*



e-Posters must be received by Monday 9th October 2023.

Further Information

If you require any further information about registration, program or venue, please visit the Congress website or contact the RANZCO Congress Office:

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