

# **GUIDELINES FOR SPEAKERS**

42nd KAROPHTH ANNUAL CONGRESS OF OPHTHALMOLOGY  
4th ANNUAL GLAUCOMA CONFERENCE IN PAKISTAN  
26th – 28th AUGUST 2022

## **Speaker Instructions Onsite Preparation:**

### **Onsite Preparation:**

During the conference, the Preview Room/Speaker Ready Room can be found on the ballroom of Pearl Continental Hotel Karachi. From this room all presentations will be distributed to the different meeting rooms. You can bring your presentation to the Preview Room on CD/DVD or USB memory drives. Initial submission is preferred to be done at least 24 hours before your presentation is scheduled. Final submission can be done in the Preview Room at least 3 hours before your presentation starts.

### **Key Points:**

- > All presenters must check into Preview Room/Speaker Reader Room, at least 3 hours prior to their session time. Submission and initial review of files is required at this time.
  - > All presentations will be played on PowerPoint 2010.
  - > Only video codec's and fonts as detailed in below will be supported.
  - > PowerPoint for MAC files should be tested on a PC before attending the event.
  - > Keynote for MAC will not be supported, it must be exported to PowerPoint.
  - > The use of your own laptop during your presentation is NOT possible and will not be allowed.
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Before you arrive at the Congress

**Multiple Presenters:**

Please do not combine multiple presenters' PowerPoints into one file and then submit under one name. Our system manages presenters individually and any co-presenter will not be able to logon to edit the combined presentation.

**Backup:**

Copy your PowerPoint and all movies to a folder on a USB flash drive, CD or DVD.

PowerPoint prior to 2010 does NOT embed movies and even PowerPoint 2010 doesn't always either. They must all be placed in the same folder as your PowerPoint.

**At the Congress:**

Presenters should review their presentation in the Preview Room no later than 3 hours prior to their scheduled presentation even if you have submitted in advance. The Preview Room will be staffed with technicians that can assist with any compatibility or formatting issues. Once you are comfortable that your presentation is complete, confirm the date, time, and room for your session.

Preview Room opening times:

Friday, August 26th:	8 am – 06 pm
Saturday, August 27th:	8 am – 06 pm
Sunday, August 28th:	8 am – 01 pm

**In the Session Room:**

Please arrive at your session meeting room at least 20 minutes before the start of your session. Take time to familiarize yourself with the setup at the lectern. Click your session time on the monitor, click your name on the display, and your PowerPoint will launch automatically. At the end of your presentation, the display will return to the list of presenters in that session.

### **General Tips for Presentations:**

The AudienceYour audience at the KAROPHTH Ophthalmology conference will be composed of general Ophthalmologists, residents, medical students, optometrist and Pharma Industry people. Your presentation should speak to both the comprehensive ophthalmologist as well as the sub specialists. There is no capability for dual screen, side-by-side comparisons, or the ability to show videotape simultaneously with PowerPoint slides.

Preparing yourself PowerPoint Presentation

This section contains some helpful information in preparing your PowerPoint presentation.

### **General PowerPoint Tips:**

The graphics you project on the screen should help clarify ideas, emphasize key points, show relationships and provide the visual information your audience needs to understand your message.

- > Keep visuals CLEAR and SIMPLE. Abbreviate your message
- > Simple graphs, charts and diagrams are much more meaningful to an audience than complex, cluttered ones.
- > Avoid the overuse of too many colours, patterns and graphics in one frame.
- > Use a minimum of words for text and title frames. Five to eight lines per frame and five to seven words per lines are the maximum – less is better.
- > Upper and lower case lettering is more legible than all capital letters.
- > Vary the size of lettering to emphasize headings and subheadings – but avoid using more than three font sizes per frame.
- > Sans serif type projects better and is easier to read.
- > Try to maintain the same or similar type size from frame to frame – even if some frames have less text – avoid a “lonely” word on a screen.
- > Try to keep all type horizontal to the page, even with charts.
- > Contrasting colours work best. A good rule of thumb: use a dark background colour with lighter color for text and graphics.
- > Highlight your main point to heading with a dominant color (example: Yellow heading, White body).
- > Avoid intensely bright to saturated colors that compete with the text. > Keep color scheme consistent throughout your presentation. Changing colors and type styles can be very confusing and distract from your message.

## **Some General Options to Consider:**

### **> Cool Colors:**

(Most effective background colors – blue, turquoise, purple, magenta, etc.) these colors appear to recede or draw away from the eye – allowing the text to appear more readable. In one study, it was found that the most effective background color for projection is blue.

### **> Graduated Backgrounds:**

A background that transitions smoothly from lighter to darker shades of the same hue can be an effective background. Some software packages will even allow the gradation from one color to another.

### **> Textured Backgrounds:**

A textured background can be combined to create an interesting image, but remember that you want the background to be just that – a background. It shouldn't call attention to itself or cause clutter or confusion, but instead, enhance the foreground data.

### **> Photographic Materials:**

In addition to the use of graphics, photographs can provide an excellent means for communication – “One picture is worth...” Combined with simple, straightforward graphics, illustrations, cartoons and artwork, photos will bring another dimensions to your presentation.

Your visual elements communicate more than the information for your presentation – they are part of your style, your flair and should be a reflection of your personality. Make them clear, make them readable and make them interesting. It will pay off in the long run and ensure that each presentation you make is your best.

### **> Opening Remarks:**

Salutary remarks are at your discretion and are often directed to the chair(s). it is not necessary to acknowledge the co-authors by name in the introductory remarks as they are listed in the program.

**> Microphones:**

The lectern microphone will adequately pick up sound when the speaker turns to look at the projection screens; it is unnecessary to lean into or to adjust the microphone.

**> Laser Pointer:**

The laser pointer should aid the presentation, not be a distraction. When not in use make sure you are not activating the laser, accidentally shining it into the audience, or away from the screens.

## **Abstract Submission Guidelines**

### **General Instructions**

Please enter the following:

- > Title
- > Presentation Type
- > Subspecialty or Topic Area
- > Authors
- > Affiliations of Authors.

The first author listed should be the presenter. For instruction courses, there may be two or three instructors. List all of them who will participate. Enter the body of the abstract. Total number of words without spacing **should not exceed 200 words. You may submit more than one abstract.**

### **Abstracts for papers should be organized as follows:**

- > Objective & Purpose
- > Methods
- > Results
- > Conclusions

### **Abstracts For Video Should Contain**

- > Objective / Purpose
- > Summary of Content

### **Abstracts For Instruction Course Should Contain**

- > Objective- Summary of Content- Target Audience (e.g, general ophthalmologists or subspecialists)
- > Educational Level (e.g., beginning, intermediate, advanced).

### **Author Agreement**

By submitting the abstract, the author confirms and agrees to the following:

- a. All authors approve submitting this work for presentation.
- b. The authors have done the work reported in the abstract and take full responsibility for the contents.
- c. The authors transfer all copyright ownership of the abstract to the OSP Karachi.
- d. The Scientific Program Committee reserves the right to determine the format of the presentation.
- e. The authors agree to confine their presentation to the information in the abstract.
- g. The author will immediately notify the KAROPHTH2020 Scientific Committee if he/she is unable to make a presentation or if the presenting author needs to be changed.
- h. The authors guarantee that clinical studies and any test, have proceeded with the official permission from the proper authorities/ethical Committee.

### **Publication**

The abstracts will be published in KAROPHTH 2022 souvenir. Abstracts should be submitted in clear and concise English.

The author is responsible for using correct grammar and spelling, but the Scientific Committee reserves the right to edit the abstracts for grammar and spelling.

### **Evaluation**

Abstracts will be reviewed for their structure, content and degree of innovation. All decisions of scientific committee are final.

### **Registration**

All presenters will be required to register for the Congress.

## **Guidelines For Scientific Poster Presentation**

### **General Aim and Form**

- > A poster is a graphically based approach to presenting research. In presenting your research with a poster, you should aim to use the poster as a means for generating active discussion of the research.
- > Limit the text to about one-fourth of the poster space, and use "visuals" (graphs, photographs, schematics, maps, etc.) to tell your "story."

### **Design and Layout Specifications:**

- > The entire poster must be clearly printed on vinyl or panaflex of 30" x 42" size.
- > The poster does not necessarily have to fill the entire working area.
- > The poster must be oriented in the "Portrait/ landscape" positions.
- > A banner displaying your poster title, name, and Hospital, should be positioned at top-center of the board.
- > Make it obvious to the viewer how to progressively view the poster. The poster generally should read from left to right, and top to bottom. Numbering the individual panels, or connecting them with arrows is a standard "guidance system".

Leave some open space in the design. An open layout is less tiring to the eye and mind.

### **Lettering:**

- > Text should be readable from 4 feet away. Use a minimum font size of 24 points.
- > Lettering for the title should be large (at least 70-point font). Use all capital letters for the title.

### **Visuals:**

- > Present numerical data in the form of graphs, rather than tables (graphs make trends in the data much more evident). If data must be presented in table-form, KEEP IT SIMPLE.
- > Visuals should be simple and bold. Leave out or remove any unnecessary details.
- > Make sure that any visual can "stand alone" (i.e., graph axes are properly labeled, maps symbols are explained, etc.).



- > Use color to enhance comprehension, not to decorate the poster.
- > Make sure that the text and the visuals are integrated. Figures should be numbered consecutively according to the order in which they are first mentioned in the text.
- > Each visual should have a brief title.

**Text:**

- > Keep the text brief. Blocks of text should not exceed three paragraphs (viewers won't bother to read more than that). Use text to (a) introduce the study (what hypothesis was tested or what problem was investigated? why was the study worth doing?), (b) explain visuals and direct viewer's attention to significant data trends and relationships portrayed in the visuals, and (c) state and explain the interpretations that follow from the data. In many cases, conclusions can be summarized in a bullet-point list.
- > Depending upon the stage or nature of your project, the text could also include sections on future research plans or questions for discussion with viewers.
- > Cite and reference any sources of information other than your own, just as you would do with a research paper. The "References Cited" is placed at the end of the poster.

**Miscellaneous Suggestions:**

- > Simplicity is the key. Keep to the point, and don't try to cover too many things. Present only enough data to support your conclusions. On the other hand, make sure that you present sufficient data to support your conclusions.
- > When you begin to make your poster, first create a list of the visuals that you would use if you were describing your project with only the visuals. Write the text after you have created the list of visuals.
- > Before the poster session, rehearse a brief summary of your project. Many viewers will be in a hurry and will want a quick "guided tour" of your poster. Don't be afraid to point out uncertainties in your work; this is where you may get useful feedback.

**By following the guidelines above, your presentation will go smoothly. Should you have any questions not addressed in this document, please feel free to email.**

**Prof. M. Saeed Iqbal**

Chairman - Scientific Committee

President Elect – OSP Karachi

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# GUIDELINES (E-POSTER) PRESENTATION

## Registration:

All e-poster presenters must register. There is no registration fee for presenters. For more information, please go to the Registration page on the Congress website at [http://\\_\\_\\_\\_\\_/](http://_____/).

During the conference, the Preview Room/Speaker Ready Room can be found on the ballroom of Pearl Continental Hotel Karachi. From this room all E-Posters can be loaded from Friday to Sunday.

Friday, September 4th: 8 am – 06 pm

Saturday, September 5th: 8 am – 06 pm

Sunday, September 6th: 8 am – 01 pm

## E-Poster Guidelines

Please prepare a poster in a single-slide PDF file.

- All posters should be a visual presentation of your submitted abstract.
  - Font size is specified in the sample e-poster. Choose Arial /Calibri or a font that can be read clearly at a distance. Put light-colored fonts on dark backgrounds or vice versa so that viewers can see the text clearly.
  - Tables should be simple and easy to follow. Minimum font size for data in tables is 10 points. All graphs and tables must be embedded in your file.
  - The legend of a figure should appear below the figure.
  - Do not insert or embed any videos in your presentation.
  - Remember, overcrowding a poster slide makes it difficult to read. Help your readers by providing clear labels or headings for each section of your presentation.
  - Please include eight pertinent references at most.
  - Please ensure that you have the permission to use any images you include in the e-poster. This includes a license for copyrighted materials and consent forms from patients who are recognizable in photographs or images.
  - Financial interest, if any, must be disclosed and included in the poster. Presentations made at the Congress must not be used to promote a commercial product.
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# GUIDELINES (CHAIR / MODERATOR)

## **At the congress, before your session:**

Please arrive at the appointed session room at least 10 minutes before the session begin. Please check with the room attendant if all speakers have uploaded their presentation in the Preview room.

## **Introduction:**

You should introduce each speaker by title, name and affiliation.

## **Chairing/Moderating the session:**

You have been selected as chair/moderator of the session because of your expertise and knowledge of the theme addressed in this session. You should play an active and dynamic role in introducing briefly the subject of the session and in engaging speakers at the end of the presentation with questions that can encourage audience participation. Commercial bias is not expected and is not acceptable. Should the circumstance arise, the session chairperson may exercise their own discretion in taking steps necessary to assure fair balanced content.

According to the OSP Guidelines the chair/moderator have the following responsibilities during the course:

- It is the duty of the chair/moderator to ensure that material presented by speakers, panelists or discussants is either evidence – or consensus based and that regional differences are recognized.
- Appropriate discussion of controversial topics will be part of the task of the chair/moderator.
- Chair/moderator are responsible for avoiding unnecessary perturbation of the discussion.

We kindly ask you to use a minute or so to summarize the main conclusions of (part of) a session. This is not meant to be a discussion but a brief point-wise conclusion: take-home message.

## **Session Timetable:**

Check if there are any changes of the session you are chairing/moderating. chair/moderator must ensure that the program runs strictly on time. The time allowed for each oral presentation is based on the number of talks and can be found in the final program. You should consider using less than the maximum times to allow discussion and summary.

As the program is very tightly scheduled, it is imperative that your session begins and ends on time! It is the responsibility of the chair to ensure equal time for all presenters. A time marker is available in each room.

**Room Attendant:**

In every room there will be a room attendant. The room attendant will check the badges at the beginning of every session. If you have any questions or requests, you can contact them.

**Cancellations / Changes in speakers:**

Changes should be announced at the beginning of the session. In the event that a listed presentation is cancelled and no other speaker has been scheduled to replace it, that particular time may be used for longer talks or a longer discussion period. This decision will be left up to your discretion.

**Assistance:**

There will be a technician in all congress rooms to assist in case of any technical queries.