



In-person Poster Presentation Instructions

Overview

Poster presentations will be available on the meeting platform starting Sunday, May 1 at 7am MDT. All registered attendees can view your presentation from May 1-June 30, even outside your session time. In-person poster presenters are required to upload a poster PDF in the virtual platform by April 15, 11:59 pm EDT, and mount a printed poster by 9:30 am MDT on the scheduled day of presentation.

Printing specifications

Poster printing is the responsibility of the presenter and is not available through ARVO. **Posters may not be delivered to you at the convention center.**

- Your poster must be smaller than 44" tall by 66" wide to fit inside the image area. Materials, including the title, may not extend beyond the image area.
- You may want to check the availability/pricing of poster printing services in the area.
- ARVO has confirmed that the following businesses provide poster printing:
 - <https://local.fedex.com/en-us/co/denver/office-5009>
 - <https://local.fedex.com/en-us/co/denver/office-0476>
 - <https://local.fedex.com/en-us/co/denver/office-3025>

Starting on May 1

Monitor your messages and the chat box in the virtual platform. Attendees may be viewing your presentation prior to your session time and may have questions. Your chat box will be available starting May 1 on the same page as your presentation/abstract and can found by navigating to Schedule>My Agenda.

Day of your poster session

In-person poster presenters must mount their poster by 9:30 am MDT the day of their poster session. **Posters must be removed within 15 minutes of the end of the last poster session that day.** Refer to the virtual meeting site or the schedule below for the last poster session time.

- Badged poster presenters will be able to access the Poster Hall each day and hang their posters starting at 7:00 am MDT. Only presenters with a poster will be allowed in the hall before it officially opens at 8:30 am MDT. You **MUST** obtain your meeting badge prior to accessing the hall to hang your poster; no exceptions.
- Each poster is assigned a board number, beginning with an A or F. There is one entrance to the Poster Hall. Once inside, turn left for boards beginning with A and right for boards beginning with F.
- Limited supplies of pushpins will be available at Poster Management in ARVO Central located in the Exhibit Hall. Presenters must bring any other supplies for mounting.
- Tape, Velcro, or spray adhesive must not be applied to poster boards, or you will be charged for the damage they cause.
- ARVO is not responsible for poster materials left after each day's removal deadline. Posters remaining on the poster boards at the end of the day will be removed and discarded.

During your poster session

Stand by your poster during your assigned poster session. You may use this time to interact with other in-person attendees or with virtual attendees via chat or direct messaging in the virtual meeting platform.

After the in-person Meeting

Private, 1:1 meetings can be scheduled any time during the virtual portion of the Meeting (May 11-12). Chat and direct messaging will be available within the platform until it closes on June 30. We encourage you to monitor your chat as well as your messages as you are able. Please note you will be notified of direct messages, but not of anything entered into the chat box.

Poster sessions schedule in MDT

Sunday, May 1

12:15 – 2:15pm

2:45 – 4:45pm

5:15 – 7:15pm

Monday, May 2

10am – Noon

12:30 – 2:30pm

3 – 5pm

Tuesday, May 3

10:30am – 12:30pm

1 – 3pm

3:30 – 5:30pm

Wednesday, May 4

10am – Noon

12:30 – 2:30pm

3 – 5pm

ARVO recording/photography policy

In accordance with our culture of academic integrity, recording by any means including, but not limited to photographing, audiotaping, videotaping, screen capturing, and/or screen recording of any presentations or sessions — whether virtual or in-person — at or during any ARVO Meeting is strictly prohibited.

Exceptions include recording by an ARVO-authorized agent for official purposes or by First Authors who wish to capture their own presentations. Violators risk confiscation of their equipment and/or dismissal/banning from the Meeting as deemed appropriate by ARVO.

Contact information

For general questions about the ARVO Annual Meeting program, your presentation, etc., contact ARVO by email: arvoabstracts@arvo.org or by phone: +1-240-221-2900.