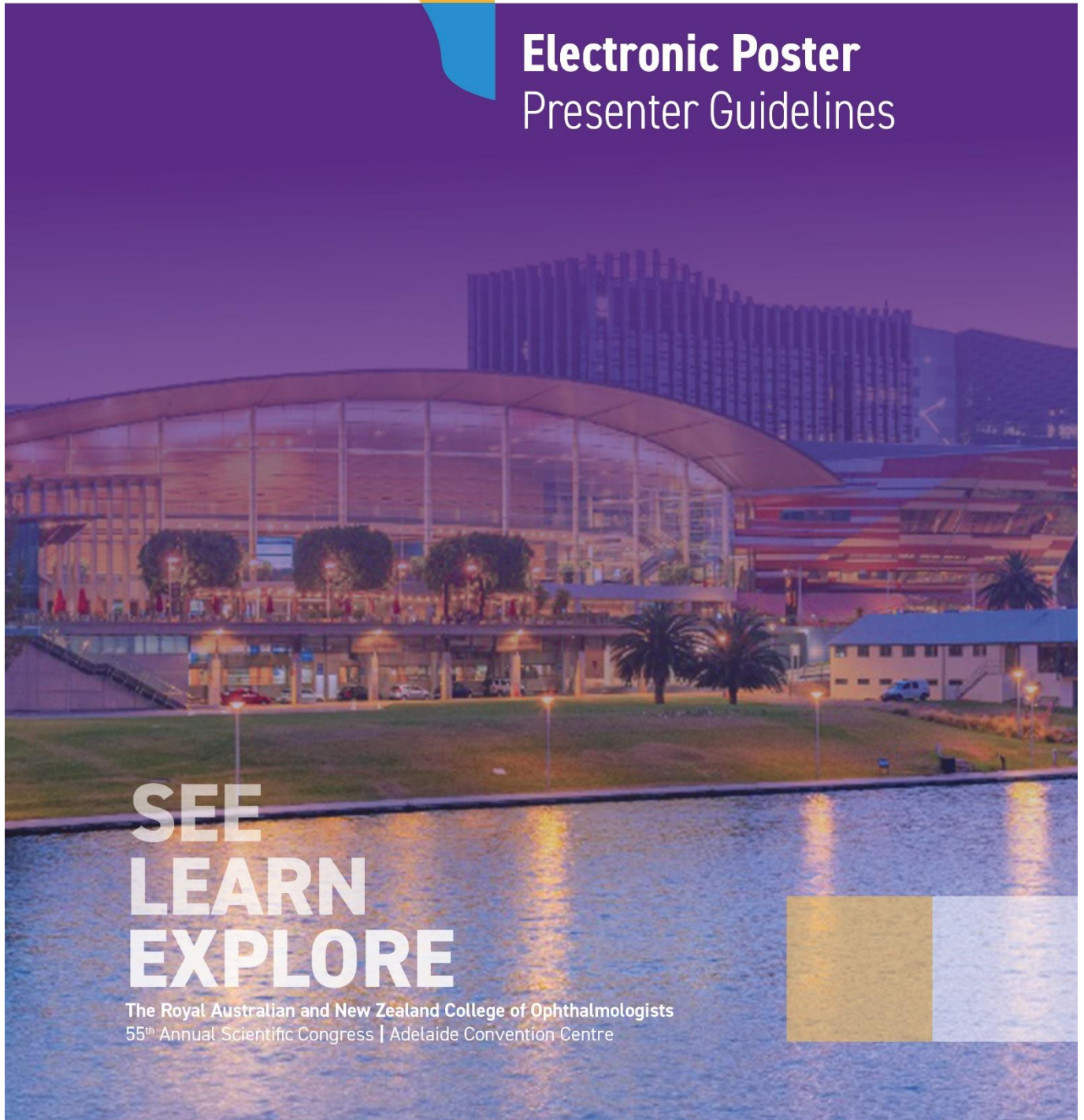# RANZCO 2024
ADELAIDE
1-4 NOVEMBER

Electronic Poster
Presenter Guidelines

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LEARN
EXPLORE

The Royal Australian and New Zealand College of Ophthalmologists
55th Annual Scientific Congress | Adelaide Convention Centre

Horseshoe Bay, Port Elliot, Fleurieu Peninsula   *Photo courtesy of South Australian Tourism Commission*

Contents

Introduction

The Congress Committee thanks you for accepting the invitation to present at the upcoming 55th Annual Scientific Congress of The Royal Australian and New Zealand College of Ophthalmologists on 1 – 4 November 2024 at the Adelaide Convention Centre (ACC), Adelaide. Your participation is an important contribution to ophthalmology and a great way to share your expertise with your peers and colleagues.

This document has been prepared to help you develop and present a successful e-Poster presentation at the RANZCO Congress 2024.

Checklist

Item	Due Date
Register and pay registration fees	Tuesday 24th September
Upload your e-Poster as per the instructions below	Monday 21st October

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 https://www.ranzco2024.com/registration/ to register by Tuesday 24th September 2024 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 ACC, Congress App and the virtual platform (Attendee Hub).

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.
- Maximise the impact of your poster!

NO to this format   YES to this more inspiring format

Refer to the Presenter Guidelines page on the website for the **better poster template.**

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'

Poster Award

Ten high scoring poster abstracts will be shortlisted for the Best Poster Award. Three independent Judges will decide on the winner based on quality and originality of the content as well as presentation. The winner will be selected and announced at the **Poster and Film Festival** on Sunday 3 November between 17:30 - 18:30. Finalists and winner will be notified.

Poster List

The poster list (with authors and abstracts) will be added to the Program page of the website.

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. An expert panel will review and identify the 'notable 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.
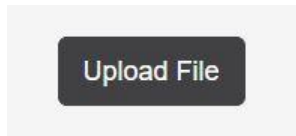
1. Save your e-Poster as a PDF file, landscape orientation (the software will automatically rename your file based on your submission ID#).
2. Log into the Abstract Submission Portal (X-CD): https://www.xcdsystem.com/ranzco/abstract/index.cfm?ID=hNf4jzv
3. Enter your email address and password under 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 21st October 2024

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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