

*Revised 2009*

*On behalf of the Annual Meeting Program Committee, we wish to thank you for your participation in the Scientific Program at the Annual Meeting. Your commitment to the ongoing educational mission of the American Academy of Ophthalmology is greatly appreciated. Should you have any questions about your presentation, please contact the Program Coordinator at the Academy.*

## **Table of Contents**

<i>I.</i>	<i>General Considerations .....</i>	<i>1</i>
<i>II.</i>	<i>Preparing the Poster .....</i>	<i>1</i>
<i>III.</i>	<i>Academy Policies .....</i>	<i>3</i>

### **I. General Considerations**

Your poster must be eye-catching, attractive, and concise. Please bear in mind that many attendees may not review the abstracts in the printed program. They stroll through the poster section as they do through the commercial exhibits. Time is of the essence for the attendee of the Academy's Annual Meeting due to an in-depth program which includes free papers, symposia, instruction and skills transfer courses, posters, commercial and scientific exhibits, and committee meetings.

Condense the theme of your poster so that the observer may grasp its purpose within a few seconds and its significant methodology and conclusions within a few minutes. Otherwise, your poster may be passed over. If your poster especially interests the viewer, he or she will return to discuss it with you during your scheduled attendance. At that time, you may discuss or show more detailed results or tables in a handout. You may also wish to include the fax, phone, e-mail, or mailing address of a contact person or of one of the authors on your poster if the attendee has unanswered questions and is unable to meet with you.

### **II. Preparing the Poster**

Please see your confirmation letter for details.

**Layout:** A layout that follows the headings of **Purpose, Methods, Results, and Conclusion** promotes a quick overview of your poster.

**Design:** A poster should have eye-catching yet simple drawings, graphs, and/or photographs in an attractive layout. When you design the poster presentation you should:

- Arrange your text and graphics in a logical flow of information.
- Use bullets or bold print for emphasis.

**Size:** Your poster should be designed to be placed on a poster board with a display space of **46" vertically and 94" horizontally (1.2 m by 2.4 m)**. The Academy will supply the board, a sign noting your poster number and title, and pushpins to mount

your poster at the meeting. As the sign will be affixed to the top of the poster board, the display area can be used entirely for your own material. Be sure that your material fits onto a mock-up of our poster board dimensions before you depart for the meeting – **the horizontal space is wider than the vertical space is tall.**

In the poster area, presenters will be supplied with a cork poster board and a title sign that will be pre-mounted above the area assigned to the poster. If you wish to list the authors, you may incorporate this into the poster itself as only the poster number and title will be included on the sign.

**Text:** Text should be concise. Should you want to present detailed data, include it in a paper and submit the manuscript to *Ophthalmology*, the Academy journal. (For detailed information about submitting manuscripts, consult the Instructions for Ophthalmology Contributors found in each issue.) Use generic nomenclature and no commercial notations. Poster presenters should scrupulously omit references to trade names.

**Text Size:** The size of print of the headings and subheading is discretionary. However, in order to ensure good visibility at approximately 3 feet, the print size in the body of the text must be no smaller than 20 point font.

**Tables:** Tables accompanying posters should not be as complex or detailed as those of written publications. Do not use redundant figures and percentages, e.g., 12 (25%). Cite in caption the number of eyes (patients, etc.) and use only percentages in the body of the table; for example:

	<b>Title of Table</b>	
	(30 eyes)	
	<b>1995</b>	<b>1999</b>
Glaucoma	50%	40%
Retinal Detachment	25%	20%
Cataract	10%	15%

**Illustrations:** Simple graphic illustrations that are thoroughly labeled are vitally important. Overlays of arrows or letters enhance the interpretation of the illustration, which is especially important with photomicrographs, ultrasonograms, x-rays, MRI, and CAT scans.

**Permission:** Please ensure that you have permission to use any images you include as part of the poster. This includes a license for copyrighted materials and release forms from any patients who are recognizable in photographs or images that are part of the poster.

**Conclusion:** Be sure that your conclusion is brief and highlighted with bullets (•) or bold print.

**References:** You may wish to list three or four of the most pertinent references.

**Materials:** You may wish to duplicate the materials for your poster presentation, as the originals may be smudged by fingerprints or otherwise altered during the Annual Meeting.

### **III. Academy Policies**

Presenters should not make remarks that could be interpreted as being prejudicial against a group or an individual on the basis of race, color, gender, sexual orientation, age, religious creed, national origin, ancestry, marital status, physical handicap, or medical condition.

No product specific promotional material or event may appear or occur in educational space or material or during an educational activity.

#### **Copyright and Submission of Manuscripts**

The Academy invites you to submit your work for consideration of publication in its journal, *Ophthalmology*. The Academy holds copyright on all scientific material presented at its Annual Meeting until and unless such material is found unsuitable for publication in the official Academy journal, *Ophthalmology*. If a poster presenter wishes to publish his or her material, it must first be submitted as a paper to *Ophthalmology* for consideration. Manuscripts not accepted by *Ophthalmology* will be returned to the authors, who are then free to seek publication elsewhere. Instructions for authors can be found at <http://www.aaojournal.org>

#### **Financial Interest**

At the beginning of each presentation, each presenter is required to state whether or not he/she has financial interest. The disclosure should be a universal statement to include not only those that may be associated with the individual presentation but any and all relationships from the 12 months prior to the presentation.

The Academy's Board of Trustees has determined that financial interest should not restrict expert scientific, clinical, or nonclinical presentation or publication, provided that appropriate disclosure of such interest is made. As an ACCME accredited provider of CME, the Academy seeks to ensure balance, independence, objectivity, and scientific rigor in all individual or jointly sponsored CME activities.

All contributors to Academy educational activities must disclose any and all financial interest to the Academy annually. The ACCME requires the Academy to disclose the following to participants prior to the activity:

- Any significant financial interests a meeting presenter, author, contributor or reviewer has reported with any manufacturers of commercial products or providers of commercial services.
- Meeting presenters, authors, contributors or reviewers who report they have no financial interests to disclose.

The Academy will request disclosure information from anyone in a position to control the content of a CME activity ("Contributors") annually. Disclosure information will be kept on file and used during the calendar year in which it was collected for all Academy CME-bearing activities. It is the responsibility

of each Contributor to notify the Academy of any changes to his/her financial disclosures. These requirements apply to relationships that are in place at the time of the presentation or publication, or were in place in the 12 months preceding presentation or publication.

For purposes of this disclosure, financial interest is defined as any financial gain or expectancy of financial gain brought to the Contributor or the Contributor's family, business partners, or employer by:

- Direct or indirect commission;
- Ownership of greater than .01 % (one hundredth of one percent) of the stock in the producing company;
- Stock options and/or warrants in the producing company, even if they have not been exercised or they are not currently exercisable; or
- Involvement in any for-profit or not-for-profit corporation where the Contributor or the Contributor's family is a director or recipient of a grant from said entity, including consultant and travel aid.

**The term "Family" as used above shall mean a spouse, domestic partner, parent, child or spouse of a child, or a brother, sister, or spouse of a brother or sister, of the Contributor.**

The first slide (or a clear area on the poster) of your presentation must state that you either have no financial interest in the subject matter of the presentation or that you have financial interest in the subject matter of the presentation.

Financial interest is indicated in the Online and Final Programs.

**Even with disclosure, presentations, handouts, papers and posters presented at the Academy must not be used to promote a commercial product.**

Indicate all financial interest, even if there is not a direct correlation between the topic that you are presenting and your financial interest.

### **Responsibilities and Penalties**

A program participant who is found in violation of Academy Policy will not be allowed to participate in the program up to two years after the offense. The program participant will be notified of this disciplinary action and will have future submissions for presentations rejected until the penalty has been served.

The selection committee reserves the right to enact a ban for the following offenses:

1. Poster material has been previously published.
2. Failure to appear for the assigned presentation.
3. Failure to display his/her poster for the duration of the session to which the poster is assigned.
4. Failure to disclose financial interest at the time of abstract submission or through the disclosure form on the Academy's Web site and at the time of presentation
5. Failure to list and state disclosures.
6. Failure to offer Ophthalmology the first right of refusal for the publication of the poster presentation as a paper.

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