APVRS 2026 Gold Coast, Australia - Submitted Program

Rapid Fire (Free Paper Presentation) Guidelines

Introduction

On behalf of the Congress Committee, we thank you sincerely for agreeing to present at the upcoming **19th APVRS Congress** in **Gold Coast, Australia**. This document has been prepared to assist you in planning a successful presentation for APVRS 2026.

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1. Registration

All free paper presenters must register and pay the applicable registration fees to remain the program. Presenters who fail to pay register 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://congress.2026.apvrs.org/. Please be reminded that the early bird registration deadline has been extended to **June 30, 2026, at 23:59 (GMT+8)**. You will receive a QR code for badge pick-up around one month before the Congress.

The presenting author of each free paper will be given a 'program participant' ribbon that he/she can attach to the delegate badge to recognize his/her participation in the submitted program.

The **APVRS 2026 Congress Registration Desk** and **Self-Service Kiosk** are located at **G/F, Gold Coast Convention & Exhibition Centre (GCCEC)** and will operate during the following hours.

Date	Time
August 27, 2026 (Thu)	15:00-18:00
August 28, 2026 (Fri)	08:00-18:30
August 29, 2026 (Sat)	07:00-18:30
August 30, 2026 (Sun)	07:00-15:30

Upon arrival at the congress, please use your QR code to collect your badge at the **Self-Service Kiosk** and get the ribbon in the **Ribbon Redemption Desk** located next to it.

2. Preparing your Presentation

File Format: **PPTX** **(16:9) – if there are videos, make sure that they are all embedded in the file**

No. of Slides: **Maximum of 5 content slides** **(excluding the Cover Slide and the Financial Disclosure Slide)**

Affiliation and Financial Disclosure: Financial disclosure must be made by every speaker for every presentation irrespective of whether the financial interests are relevant to that particular presentation. The second slide of every presentation must be on disclosure. If there is no financial interest, please put **'Financial Disclosure: Nil'** on the slide.

[Updated]
Videos: The audio-visual system used at the Congress will be **Microsoft Office PowerPoint**. Any video clips within your presentation should be **MP4** encoded to **H.264**, ~~**AVI or WMV**~~ format playable in PowerPoint. Please do **NOT** use **.mov (QuickTime)** or **.3pg files**, which are **NOT** supported in PowerPoint for Windows. **Pre-recordings** must be **embedded** in PowerPoint. Please test the video beforehand to ensure that it loads quickly enough during the presentation.

IMPORTANT NOTE: The Congress supports the use of Microsoft PowerPoint 2019 onwards. Please embed your video in the PowerPoint presentation using the INSERT function. Please do NOT use 'link to file,' as the link will fail to work when your PowerPoint is played on a different computer from yours.

Design: Clarity is key. Use font styles and sizes that are easy to read, with larger sizes for titles and headings. Please avoid using similar colors for the text and background. Additionally, do not crowd too much text onto the slides. Simple and plain background is recommended for speakers.

[Updated]
Font: Only standard fonts that are installed in **Microsoft Office 2019** will be supported. If you need a special font, it should be **embedded** in your PowerPoint presentation. This website shows you how to embed fonts for a consistent text appearance across systems in PowerPoint. Use font styles and sizes that are easy to read, with larger sizes for titles and headings. Additionally, do not crowd too much text onto the slides.

Images: Presenters may use images in their presentations, where relevant. It is the presenters' responsibility to ensure they have the right to use the images in their presentations. As presentations will be played from a computer via a projector, presentations with large file sizes or photographs should have the photos compressed to **96 dpi for screen/web**. This will decrease the file size without affecting the image quality. This feature is available within PowerPoint in the picture toolbar. Use graphs rather than just figures and words to make data easier to comprehend. Ensure that graphs and other illustrations are simple with limited text.

Content: To ensure your presentation caters to a wide-ranging audience, please carefully explain the background of your abstract and provide clarity on the topic you are discussing. Thus, all Congress attendees – from medical students to experienced specialists – should be able to engage with the information.

Language: All presentations are to be made in **English**. If English is not your first language, please take the time to write your presentation and have the grammar proofread by someone. Speak slowly, use short sentences and small words, and avoid phrases that are difficult to pronounce.

Presenter Mode: Presenter mode is permitted, allowing speakers to view slide notes during the presentation. Ensure notes are concise and formatted for easy reference in presenter mode.

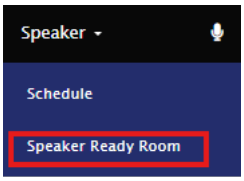
Presentation Schedule: The presentation schedule shall be available on the congress website. You can also log in to your Congress account to check your involvement summary and look for any updates before you prepare your PowerPoint presentation.

Presentation Duration: The time allocated for each presentation is generally **3–5 minutes**. **The APVRS Secretariat has notified participants of the session schedule, allocated timeslots and details. If you are not sure, please contact the secretariat.**

3. Presentation Guidelines

Please read the information below carefully for the presentation guidelines.
Speakers can submit the presentation file(s) via:

(1) **Online Speaker Ready Room** *(strongly recommended; **available now**)*, or
(2) **Onsite Speaker Ready Room**
- Location: Meeting Room 3, 1/F

Submission of Presentation	
Submission Portal	**Details**
Speakers are NOT allowed to use their own laptop/Macbook for presentations and must upload their slides to Speaker Ready Room in advance.	
1. Online Speaker Ready Room (Strongly recommended)	• The Online Speaker Ready Room will be available on the Congress system until the Congress concludes • Speakers are **strongly encouraged to upload their presentation files to the Online Speaker Ready Room** in advance to save time and prevent last-minute congestion! 

<table>
<tr><td>2. Onsite Speaker Ready Room
-Location: Meeting Room 3, 1/F</td><td>

The computers in the Speaker Ready Room will have the exact same configuration as those in the session rooms. It is imperative that you review your presentation in the Speaker Ready Room where our technicians will help resolve any compatibility and/or formatting issues.
The PowerPoint presentation and video files you have uploaded to the computer in the Speaker Ready Room will be automatically transmitted to the laptop computer at the podium in the session room before your session begins.
Please visit the speaker ready room and upload your presentation at least TWO (2) hours before your session starts.
Location: Meeting Room 3, 1/F
Operating Hours:
<table>
<tr><th>Date</th><th>Time</th></tr>
<tr><td>August 27, 2026 (Thu)</td><td>15:00-18:00</td></tr>
<tr><td>August 28, 2026 (Fri)</td><td>08:00-18:30</td></tr>
<tr><td>August 29, 2026 (Sat)</td><td>07:00-18:30</td></tr>
<tr><td>August 30, 2026 (Sun)</td><td>07:00-15:30</td></tr>
</table>

</td></tr>
<tr><td colspan="2">On the Day of Your Presentation</td></tr>
<tr><td>Visual</td><td>

The session room will have screens with 16:9 ratio.
The session room will be set up with theatre/classroom-style seating. Standard equipment will include:

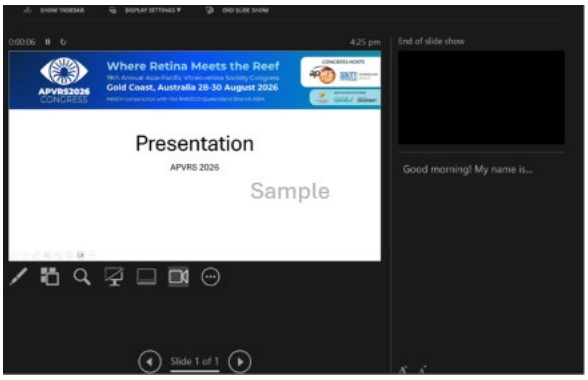
Podium Microphone
Data projection equipment including computer (PC) equipped with Microsoft Office PowerPoint, remote mouse/presenter, computer audio, and a projection screen

</td></tr>
<tr><td>Giving Your Presentation</td><td>

Please arrive at the session room at least 5 minutes before the session starts. All the sessions will start and end on time, and this will be strictly enforced by the session chairs. Most session rooms will have only 1 podium. Please be seated in the front row so that you can go up to the podium immediately after the speaker before you have finished his/her presentation. In the event that there are 2 podiums, you must stand at the vacant podium while the speaker before you are still presenting.

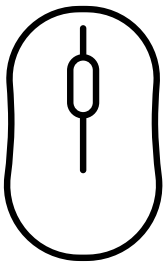
</td></tr>
</table>

- **Presenter mode** will be available



- You can control your PowerPoint presentation in Presenter View. Presenter view displays the **current slide**, the **next slide** and your **speaker notes**.

- You can control your presentation via the monitor at the podium with a remote mouse/clicker. **Slides can be played forward only**.



- Please trim your video clips to **include only the exact segments you intend to present** during your talk. Fast-forwarding through embedded video clips is **not supported** in Presenter View.

- You can wave at the technician in the room if you need any assistance.

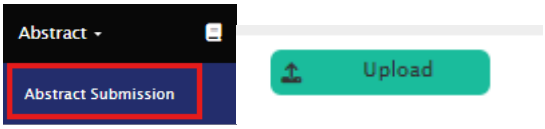
Screen Timer Countdown	• There will be a screen timer countdown showing on session chairs' device and presenter laptop.
	
	• The colour of the screen timer varies according to the time left in each presentation:
	  ○ Green: Presentation starts
	  ○ Yellow: 1 min left
	  ○ Red: Presentation time ends
	
	• **Please do NOT overrun**, as every minute that you go over your maximum presentation time is a minute less for presenters later on the agenda. Therefore, all presenters need to be respectful towards their fellow presenters

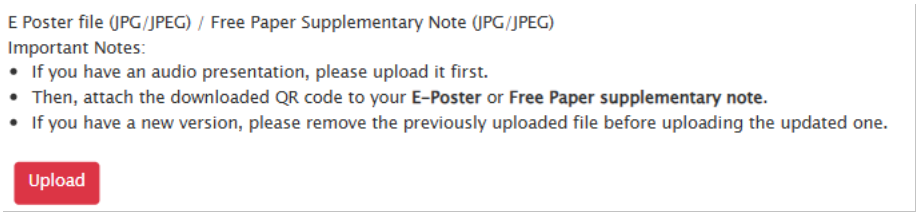
Important Notes for Mac Users	**[Updated]** • Please note that PowerPoint on Windows **cannot play .mov videos**. Any video clips within your presentation are to be in **MP4 format** playable in PowerPoint. • If your presentation was created on a Mac and converted to run on a PC, you must convert **.mov** videos to **.mp4 Videos with Quicktime 7 Pro**. Please test the converted videos before you come to the Congress. • If you have difficulty converting your video files to MP4 or if you have a considerable number of video files to convert, **please make sure you go to the Speaker Ready Room at least 3 hour before your scheduled presentation(s) and ask a technician in the Speaker Ready Room to help you convert the files.**

[Updated]

4. Adding Supplementary Note to your Free Paper Presentation

If you wish to add a supplementary note or an audio presentation, please click the **green [Upload] button** next to your abstract title in the abstract portal.





Kindly note that this upload field is for **supplementary notes only**, **not for oral presentation slides**. Oral presentation slides should be **uploaded exclusively to the Online Speaker Room**.

The supplementary note may be a one-page overview, conclusion, graphics, or an E-Poster format of your Free Paper. While submission is **not mandatory**, you are welcome to upload any supplementary materials you would like to share. Once uploaded, the materials will be available in the **Congress App** and displayed on the **digital panel** in the Trade Hall (Exhibition Hall). This can be particularly helpful for facilitating Q&A through the Congress App, especially when the time allocated for the Rapid Fire session is limited.

Specifications

Format: JPG/JPEG only
Size: 1080 × 1920 pixels (9:16, portrait)
Upload Deadline: August 1, 2026

5. Reminder

We also strongly encourage you to review your presentation schedule again closer to the Congress dates, as minor adjustments may occur. These may include slight changes to individual presentation time slots within the session due to abstract withdrawals or delegate absences. As a result, presentation times may shift by a few minutes. Please note that both the **Congress website** and the **Congress System** will always display the most up-to-date schedule.