

ASNR 55TH ANNUAL MEETING & THE FOUNDATION OF THE ASNR SYMPOSIUM 2017



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THE FOUNDATION OF THE ASNR



Long Beach Convention & Entertainment Center
Long Beach, California
April 22-27, 2017

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Electronic Scientific Poster (ePoster) Presentation Display Dates: Monday, April 24th – Thursday, April 27th, 2017

This document describes the requirements for those preparing Electronic Scientific Poster for the ASNR 55th Annual Meeting. These guidelines, requirements, and clarifications have been developed to facilitate the preparation and delivery of quality presentations and to further enhance the learning experience of attendees viewing the Electronic Scientific Poster.

Visit 2017.asnr.org to register online!

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Promotion of Commercial Products Statement

As a sponsor accredited by the Accreditation Council for Continuing Medical Education (ACCME), the American Society of Neuroradiology must ensure balance, independence, objectivity, and scientific rigor in all of its educational activities. It is an ACCME requirement that audiences at educational programs for which continuing medical education hours are awarded be informed of a presenter's academic and professional affiliations, or the existence of any significant financial interest or other relationship an author or co-author has with the

manufacturer(s) of any commercial product(s) or services discussed in the electronic scientific exhibit. Any such relationships must be disclosed in the exhibit.

Presentations given at the ASNR 55th Annual Meeting & The Foundation of the ASNR Symposium 2017 should serve an educational purpose. They should not promote commercial products. Solicitation of sales is prohibited and inappropriate and unacceptable in any education presentation.



Health Insurance Portability and Accountability Act of 1996 (HIPAA)

Compliance

By ASNR policy, the content of all educational presentations given at ASNR meetings must be in compliance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and U.S. Department of Health and Human Services regulations implementing this act. To comply with HIPAA regulations, patient confidentiality must be maintained in all educational presentations (oral, printed, or electronic).

Members of the ASNR Education Exhibits, Program Committees and ASNR Staff identify ways to improve overall presentation quality and HIPAA compliance throughout the programming. For inquiries about this policy, contact ltannehill@asnr.org.

Patient Confidentiality

Patient confidentiality must be protected. Names, dates of scans, birth dates, medical record numbers or identities must not be included on slides.

By ASNR policy, the content of all educational presentations given at the ASNR meeting must be HIPAA compliant. Members of the ASNR Educational Exhibits, Education, Program committees, and the ASNR staff will be monitoring HIPAA compliance by presenters.

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Electronic Scientific Poster (ePoster)

Description

The ePoster should be a visual presentation of scientific studies that summarizes the details of original investigative research. The ePoster format represents an alternative to verbal presentations. ePosters are sometimes selected from works initially submitted for presentation as scientific papers (oral presentation).

All presenters are required to abide by the following:

Required Format:

- Purpose, Materials and Methods, Results, Conclusion.

Exhibit Location & Hours

**Long Beach Convention & Entertainment Center
Hall B (Lower Level)**

Hours:

Monday, April 24 - Wednesday, April 26, 6:30am - 9:00pm
Thursday, April 27, 6:30am - 1:00pm

Presentation Tips

All presenters are required to abide by the following:

- **No company logos should be included on slides.** You can acknowledge the company(ies) work or contribution to your presentation on the disclosure slide.
- Bibliographic sources may be included on individual slides pertaining to that slides' topic or a list can be included on one of the last slides of your presentation. Both may be included.
- Please include your presentation number on your disclosure slide.
- A disclosure will need to be included in your Electronic Scientific Poster.

ASNR Provided Hardware & Software

Hardware:

The standard computers will be equipped with:

- LCD monitor (1366 x 768 resolution)
- 4GB RAM
- Windows 7 operating system

Software:

Installed presentation software programs will include:

- Internet Explorer
- QuickTime
- Acrobat Reader
- Windows Media Player
- Office 2013

Shared Display

Note: All ePosters will be displayed on computers running the ePoster software.

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Saving & Submitting Your Presentation

- When building your presentation, all files (PDF and external) associated with your presentation must reside in one folder/location.
- **REMINDER. The first slide of your presentation must include your unique presentation number which was assigned to you in your notification letter and include your disclosure or no disclosure.**
- When creating your media for transfer, copy the entire folder to the portable disk.
- Label your media with the following information:
 - 1) Your name
 - 2) ASNR 2017 Annual Meeting
 - 3) Presentation Number/Abstract Submission Number
 - 4) File Names

Presentation Length

- The typical user should be able to complete the presentation within fifteen (15) minutes.

• **RECOMMENDATION:** Maximum size of 24 slides for the entire presentation.

ePoster Submission

All ePosters must be finalized and submitted by Friday, April 14, 2017.

Submit your presentation to
<https://ww4.aievolution.com/asn1701/>



Presentation Tips for Creating ePoster

Presentations

To be most effective, presentations should be:

- Self-explanatory and user friendly, no audio.
- Visually attractive, and not wordy.
- Fast paced and robust, requiring minimal wait times during viewer access.

Fonts

- Recommended fonts are Arial, Verdana, and Tahoma.
- Use consistent font type throughout.

Organization

For an ePoster that is clear and readily understood:

- Organize and present content in a logical order.
- Everything presented should support the central points of the presentation.
- Text and visual components should complement and reinforce one another.
- Be concise and to the point, highlighting key facts.