

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 Educational Exhibit (eEdE) Presentation Display Dates: Monday, April 24th – Thursday, April 27th, 2017

This document describes the requirements for those preparing Electronic Educational Exhibits 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 Educational Exhibits.

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 Educational Exhibits, Program Committees and ASNR Staff will monitor presentations to 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 Educational Exhibit FAQs

Description

An Electronic Educational Exhibits (eEdE) is a visually oriented educational display that demonstrates novel and innovative applications for computers in neuroradiology clinical practice, training, and/or research that highlight the unique advantages of the computer and exploits its interactive potential. The Educational Exhibits Committee encourages the use of eye-catching visual appearance, and ease of use will be primary criteria in the judging for Educational Exhibit Awards.

- Electronic Educational Exhibits are intended to provide ASNR Annual Meeting attendees with an introduction to the creative and novel uses of computers. As such, they should be designed to be demonstrations of an application focusing on the unique manner in which specific learning and/or patient care is enhanced through the use of the computer and interactive software. As a guideline, the typical attendee should be able to complete the eEdE within ten (10) minutes.
- The Educational Exhibits Committee discourages the submission of complete programs or applications.

Presentation Length

- **We recommend keeping the presentations to a maximum of 45 slides.** Presentations that exceed 45 slides may not be considered for awards.
- The typical user should be able to complete the presentation within fifteen (15) minutes.
- The presentation should be a demonstration highlighting the specific use of computers and/or a specific application.
- Submission of complete programs or applications are discouraged by the Educational Exhibits Committee.

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

Presenter Requirements

All presenters are required to abide by the following:

Advance Submission Required:

- All eEdE presentations must be finalized and submitted by **Friday, March 24, 2017** to ASNR. Digital source files must be submitted at that time.

Required format:

- Purpose, Approach/Methods, Findings/Discussion, Summary/Conclusion.

- **Please submit at <https://ww4.aievolution.com/asn1701/>**

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

Presenters requiring other hardware or software should contact Valerie Geisendorfer, CMP, Senior Manager of Scientific Meetings, at vgeisendorfer@asnr.org to confirm availability.

Shared Display: Shared displays are those presentations that will run on a browser with or without browser plugins and do not require Internet access.

Note: All Electronic Educational Exhibits will be displayed on shared computers only.

(Note: Presentations created using HTML, VRML, Flash, QuickTime, RealMedia, websites, and PowerPoint can be run on a browser using browser plugins and do not require Internet access.)

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Design Specifications

Operation of Electronic Educational Exhibit

- Include Forward, Back and Home Buttons.
- Do not include an auto advance feature.

Movies

Include all embedded video files for presentations that will contain video clips. Currently we support video clips in the following formats: AVI, MPEG-1, MPEG-2, MPEG-4 (Divx, Xvid, WMV's), MOV (H.264), Cinepack, Techsmith, and Flash.

Please remember to compress your videos no matter which format you prefer. Your movie will upload faster and load faster during your presentation with no distinguishable loss in video quality. If you plan to play a DVD as part of your presentation, please notify a technician in the Speaker Ready Room so arrangements can be made for assistance in your meeting room.

Use of Images

- JPEG images are the preferred file format for inserted images.
- The size of the screen will be 1366 x 768 pixels, meaning that any image with more pixels than that in the X or Y coordinate will not be displayed.
- Images to be placed in eEdE presentations should be resized to approximately 800 x 600 pixels and saved as JPEG or TIFF files.
- Embedded images that are created at a dpi setting higher than 75 dpi are not necessary and will only increase the file size of your presentation.
- PACS files are too large. If using a PACS image, it must be reduced to 75 dpi.
- Avoid overloading presentation with unnecessary images. The typical user should be able to complete presentation within ten (10) minutes.
- Use common image formats that are cross platform compatible such as JPG, PNG, GIF, and BMP.

Fonts

- Recommended fonts are Arial, Verdana, and Tahoma.
- ASNR will only supply fonts that are included in the basic installation of Windows. Use of fonts not included in Windows can lead to words that bleed into graphics or bullets that may be the wrong style.
- Use common cross platform compatible fonts such as Arial, Verdana, and Courier. It will be necessary to load your presentation onto a Windows machine. Many custom Mac fonts will not translate properly to the Windows platform.

Microsoft provides a utility to determine if a font can be embedded. It is located at the following link:
<http://www.microsoft.com/typography/TrueTypeProperty21.mspx>

Office XP / 2007

1. Click File, and then Save As.
2. On the Tools drop down menu select Save Options
3. On that menu you will see an Embed TrueType Fonts check box. Check the box.

Office 2013

1. Click File, and then Save As.
2. On the Tools drop down menu select Embed TrueType Fonts.

Animations

- Save your files to a CD-ROM, DVD-ROM, Compact Flash Card, Media Stick, Multimedia Card, SD Card, or USB Flash Drive.
- If you create a CD, be sure to close or finalize your session. If this step is not accomplished, you cannot access the CD from any computer.

File Extensions (MAC Version)

If your Mac version of Office does not append the file extension, be sure to include it in your filename. Use .pptx for PowerPoint files and .ppsx for PowerPoint show files.

Saving & Submitting Your Presentation

- When building your presentation, all files (PowerPoint) 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 disclosure or no disclosure needs to be included.**
- 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.
- 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
 - 4) Abstract Submission Control Number/Abstract Number
 - 5) File names

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Presentation Tips for Electronic Educational Exhibit (eEdE) Presentations

The appearance of an Electronic Educational Exhibit reflects on the authors and everyone wants to look their best when presenting for their colleagues' review. Unfortunately, the quality of many Electronic Educational Exhibits is often diminished by poor organization, lack of proper preparation and unappealing visuals. The Presentation Tips below address key areas of preparation and are designed to help authors develop an Electronic Educational Exhibit that is both professional and eye-catching.

To be most effective, Electronic Educational Exhibits should be:

- Self-explanatory and user friendly
- Visually attractive, and not wordy
- Fast paced and robust, requiring minimal wait times during viewer access

Organization

For an exhibit 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.

Content

The content should flow in a rapidly digestible, visually oriented manner to facilitate the goal of rapid unequivocal understanding.

- Clearly state the purpose and educational objectives.
- Use good descriptive acronyms (e.g., AChA for anterior choroidal artery or DRG for dorsal root ganglion) rather than non-descriptive letters or numbers.
- Reference figure and illustration numbers appropriately.
- Proofread all text, figures, and illustrations for factual, grammatical, and spelling errors.

Visual Presentation

- Artistry should not impede the educational objectives.
- Softer colors with good contrast between the print and background are recommended. Pure red and green can be difficult for some people to see and should be avoided.

Font

- Recommended fonts are Arial, Verdana, and Tahoma.
- Use consistent font type throughout the exhibit. It is more visually appealing when the same font type is used for the entire exhibit.
- Emphasize key points using a larger font size, bolding, or highlighting in a different color.

Educational Exhibit Awards

Each year the Educational Exhibits Committee judges the Electronic Educational Exhibits presented at the ASNR Annual Meeting. Overall awards are given in three categories based on score. The categories are Summa Cum Laude, Magna Cum Laude and Cum Laude. Award winning exhibits receive a ribbon and each author receives a certificate of award that will be sent post meeting. Creative use of multimedia, an eye-catching visual appearance, and ease of use will be primary criteria in the judging for Educational Exhibit Awards.

Publication in *Neurographics*

All Educational Exhibits will be evaluated, and select exhibits will be invited to submit to *Neurographics*, the online peer-reviewed educational journal of the ASNR. Invited exhibits will be designated with ribbons at the meeting. Formal invitations will be sent to the corresponding authors of selected exhibits following the ASNR annual meeting.

New This Year! There will be additional Awards for the top presentation within each category (Adult Brain, Head and Neck, Pediatrics, Spine, Functional, etc.). The top presentation within the category will receive a certificate for presentation within their category.

Judging will occur prior to the opening of the Education Exhibits Hall.

Please submit your presentation materials by Friday, March 24, 2017 via web site at: <https://ww4.aievolution.com/asnr1701>

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