

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

This document describes the requirements for those preparing Educational Exhibit Posters 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 Educational Exhibit Posters (Printed).

Visit 2017.asnr.org to register online!



Set Up, Display, and Dismantle Times

Exhibit Set Up Time

Sunday, April 23, 2017 from 9:00am through 9:00pm

Note: All education exhibits must be set up by 9:00pm on Sunday, April 23, 2017. Exception to this policy must be requested in writing to ASNR and approved by the Education Exhibits Chair.

Location

**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

Exhibit Dismantle Time

**Thursday, Thursday, April 27, 2017
from 1:00pm to 4:00pm**

Note: All exhibits must remain in place until 1:00pm, Thursday, April 27, 2017. Exceptions to this policy must be requested in writing and approved by the Education Exhibits Chair. Exhibits can be set up/removed by someone other than the author/contributing authors, with written approval to ASNR from the author.

Award Judging

Judging for Educational Exhibit Poster Awards will begin on Sunday, April 23, 2017 at 7:00pm. Educational Exhibit Posters not displayed by this time will not be considered for awards.

Presentation Tips for Educational Exhibit Poster (Printed)

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

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.

- Content must include: Purpose, Approach/Methods, Findings/Discussion, Summary/Conclusion. A discussion section may be added if it provides further educational benefit.
- 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.

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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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