

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

Guidelines & Requirements

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**Scientific Paper (Oral), Excerpta (Oral), & Turbo Talks (T) Presentation Display Dates:
Monday, April 24th – Thursday, April 27th, 2017**

This document describes the requirements for those preparing Oral Presentations 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).

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Dear Colleagues,

On behalf of the Program Committee, we are delighted that you will be presenting at the ASNR 55th Annual Meeting, April 24-27, 2017 in Long Beach, California. It is our goal that every presentation given at the Annual Meeting will be technically flawless. Towards this end, the ASNR provides an array of services prior to arriving at the meeting and in the Speaker Ready Room, Room 204, on site to assist presenters. We would like to remind you of the requirements for all speakers to ensure that your entire session, including your presentation, runs smoothly.

- All oral presenters are required to deliver their work via electronic format.
- All presentations must be uploaded to the ASNR-provided computer system. Personal laptop computers will not be permitted.
- Presenters are strongly encouraged to submit their presentation prior to the Annual Meeting at: <https://ww4.aievolution.com/asn1701/>
- Presenters are required to check-in at the Speaker Ready Room to review their uploaded file.
- Presenters may also submit their presentation at the Speaker Ready Room, but this must be done no later than 4:00pm PST the day prior to their presentation. This allows the Audio Visual service representative (Freeman Audio Visual Solutions) to preview and troubleshoot all sessions.
- Changes to your presentation can be made up to one (1) hour before the start of the session in which you are presenting. No changes will be permitted after this time.

We thank you for your time and the expertise you will share at the ASNR 55th Annual Meeting. We look forward to seeing you and hope you have a great meeting experience!

Sincerely,

Jacqueline A. Bello, MD, FACR
ASNR 2017 Program Chair/President-Elect

Advance Submission of Presentations

Presenters will be able to submit their PowerPoint presentation online before the ASNR meeting. **Your unique presentation number is required to be the first slide of your presentation. As of Friday, February 24, 2017 you may submit your presentation(s) via web site at:**

<https://ww4.aievolution.com/asn1701/>

An email address is required for access. The deadline for advance submission is 5:00pm PST on Friday, April 21, 2017.

PowerPoint presentations will be reviewed for embedded video playback problems. If problems are identified, corrections will be made to ensure optimal video performance. No other modifications will be made relative to content or image quality.

In the event that the author wishes to make changes to a presentation already submitted, changes should be made to the master copy and the entire presentation should be resubmitted.

Online advance submission is not required. Presenters may also submit their presentation at the Speaker Ready Room, but this must be done no later than 4:00pm PST the day prior to their presentation. This allows the Audio Visual service representative (Freeman Audio Visual Solutions) to preview and troubleshoot all sessions.

All presentations submitted electronically in advance of the meeting will be kept securely off-line until the meeting. No use will be made of these presentations prior to or after the meeting, and no permanent copy of these presentations will be kept following the meeting.

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, and the disclosure of the existence of any significant financial interest or other relationship a presenter has with the manufacturer(s) of any commercial products(s) or services discussed prior to the session. All presenters at the ASNR 55th Annual Meeting and The Foundation of the ASNR Symposium 2017 must disclose information about such relationships. Presentations given at the ASNR 55th Annual Meeting and The Foundation of the ASNR Symposium 2017 should serve an educational purpose. They should not promote commercial products. Solicitation of sales is inappropriate and unacceptable in any scientific presentation.

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Everyone wants to perform their best when presenting a paper before their colleagues. Unfortunately, many presentations are often undone by poor organization, lack of proper preparation, and poor visual aids. The presentation tips below address key areas of preparation and are designed to help authors develop a presentation and presentation style that is both professional and engaging.

Organization

For a presentation that is clear and readily understood:

- Organize and present content in a logical order. (See Presentation Outline below.)
- Everything presented should support the central points of the paper.
- Verbal and visual components should complement and reinforce one another.
- Be concise and to the point, highlighting key facts.

Presentation Outline

- Present conclusions first. Don't keep the audience "in suspense."
- State the major objectives of the author's work.
- Describe how findings were obtained.
- Discuss how the conclusions are supported by the findings/data.
- Minimize discussion of Materials and Methods. Save the details on equipment used and methodology for publication.
- Restate conclusions at the end.

Diction

ASNR 55th Annual Meeting and The Foundation of the ASNR Symposium 2017 attracts attendees from throughout the world. English will not be the native language for some members of the audience.

- Speak slowly and clearly.
- Avoid using slang and colloquialisms.
- Practice giving the presentation slowly. Most people tend to rush when presenting before an audience.

Special Note for Non-Native English Speakers

Using index cards as prompts is strongly encouraged. Cards should be prepared so that they can be read in low light. Above all, assistance should be obtained beforehand from someone who speaks English well.

Timing

The author is trying to communicate with the audience in a limited time. A hurried presentation will lose the audience and is a lost opportunity to communicate the results of the investigation.

- Prepare a presentation that is 30-60 seconds less than the allotted time. This provides a cushion for the unexpected.
- Practice and edit the presentation until it can be delivered clearly and understandably in the time allotted.
- Time limits make detailed narratives impractical.
- The moderator will terminate the presentation if the allotted time is exceeded.

Style

- Direct the presentation to the audience.
- Convey enthusiasm and excitement for the work.
- Vary tone of voice. Avoid presenting in a monotone.
- Eliminate any impromptu remarks and jokes during the presentation.

Visual Aids

Visual aids can make or break a presentation. Remember, the audience has only a few seconds to view and comprehend the information on a slide. If the audience is unable to read the slide, it becomes a distraction. Following these key points will result in a more audience-friendly visual presentation. Detailed instructions for developing visual materials for presentations can be found on page 7.

- Use a maximum of six (6) text lines and six (6) words per line on a slide.
- It is recommended to use a dark background and lighter colored text such as yellow.
- Use a small margin around the edge to allow for different screen and computer settings.
- Avoid green, blue or red text. These colors may be difficult for some audience members to read.
- Avoid fonts that are too small, too large, or are unusual.
- Add interest by mixing images and text on a single frame or on alternate slides.
- Limit slides to no more than two (2) for each minute of the presentation.

Using a Microphone

Many presenters are not accustomed to speaking in a large lecture hall or using a microphone. The sound is very different from that experienced when presenting in a small room such as a classroom. Here are some key points to remember.

- The presenter's voice level is correct when it can be heard as an echo in the lecture hall.
- Speak in a normal voice and do not handle the microphone.
- A lectern microphone will be provided.
- Arrive 10-15 minutes before the session begins to allow time to become familiar with the microphones, podium, and audio visual equipment.

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General Information

The following guidelines and requirements must be adhered to in order to ensure a smooth running presentation.

Note: The term “slide” refers to one (1) frame in an **electronic presentation**.

Projection Equipment Furnished

Projection facilities will be available at each session for:

- LCD (Computer) projection (No dual screen LCD projection)

Note: PowerPoint is the preferred presentation format.

- Presenters will not be permitted to use their own computers.

Presentation Preparation

- Presenters and moderators should visit the podium prior to the start of the session to familiarize themselves with the audio visual equipment.
- Presenters will use a mouse-click to advance slides. Presenters must use the mouse instead of a laser pointer to highlight areas of the screen. An audio visual technician will remain in the room throughout the presentation.
- To begin the presentation, press left mouse button.
- Limit slides to no more that two (2) for each minute of the presentation.
- When returning to a previous illustration, a copy of the slide should be used. The computer technician cannot be expected to find the correct slide.
- Changes to your presentation can be made up to one (1) hour before the start of the session in which you are presenting.
- The use of profanity, suggestive or offensive language, jokes or images is prohibited and unprofessional, unacceptable, and inappropriate.

Disclosure

Commercial reference, unless essential to the presentation, must be avoided. Each presenter is required to complete a **disclosure statement and disclose any commercial relationships prior to your presentation**, in accordance with ACCME Guidelines.

If you did not complete the disclosure during the submission process, please inform the ASNR Headquarters Office by calling Valerie Geisendorfer at: (630) 574-0220, ext. 228 or email vgeisendorfer@asnr.org, by Wednesday, March 1, 2017.

Questions

Questions regarding audio visual facilities should be directed to our Audio Visual contractor (Freeman Audio Visual Solutions) at: support@sessionupload.com

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 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.

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Guidelines and Requirements for Developing Audio Visual Materials

Getting Started...

- Microsoft PowerPoint is required. Mac versions of PowerPoint files will need to be reviewed in the Speaker Ready Room.
- If your presentation is in Keynote, please remember that your presentation needs to be saved in a PowerPoint format. It is imperative that the presentation be reviewed before presenting.
- Develop your presentation by creating “word slides” in outline format. Be as clear and precise as possible. The audience has only seconds to read and interpret each slide frame.
- Images, movies, drawings, and graphics can be obtained from sources such as digital cameras, scanners, PACS, and the Internet. As a general guideline, images that project well on a 17” monitor will also project well for electronic presentations.
- Consistency is recommended with various components in your presentation (i.e. slide titles, graphic elements, text bullets).
- Animation, if used, should be subtle and not distracting.

Developing the Presentation...

- **Use an existing presentation as a sample.** The ASNR strongly advises using Microsoft PowerPoint as the preferred format. The use of software templates included with that program makes creation of a presentation easy. Searches on the Internet can provide additional template options at no cost.
- **No company or institution logos should be included on any slides.** You can acknowledge the company(ies) or institution(s) work or contribution to your presentation on the first 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.
- **Use a dark background and light text** (ie. Blue background and white text, use yellow text for accent)
- **Use a maximum of six (6) text lines and six (6) words per line on a slide.**
- **Allow a small margin around the edge of the slide** to prevent images and text from being cut off due to different size screens and settings on computers.
- **Avoid green, blue or red text.** Some attendees may be red/green color blind and these colors may be difficult and almost impossible for some to read. Recommended format is yellow or white text on a dark blue background. Shading is appropriate but avoid using glaring contrasts of color.

- **Avoid fonts that are too small or too large.** The use of standard Windows or Macintosh system fonts is preferred. Recommended fonts include: **Arial, Chicago, Geneva, Helvetica, Palatino and Times.** Windows users should use only True Type fonts and save as “embed all True Type fonts” for saving presentation to disk.
- **Ensure that your slides do not include any commercial messages or promotions such as company names, brands or logos.**
- **Mix images and text on a single frame or on alternate slides.** When using PowerPoint, images may be added to presentations by importing them as slide backgrounds. The optimal image resolution range should be 1280 by 1024. The format of the image should be jpeg.
- **Avoid using the timed, automatic slide advance feature.**
- Be sure to embed the graphic into the presentation file when adding graphics, tables, images, audio, or any other item different from the presentation format. **DO NOT** link the graphics... linking does not save the graphic(s) within the presentation and will result in missing images in the final presentation.
- **In order to avoid image drop-out (a box with a red X instead of the intended image)** it is a good practice to use the “Insert Picture from File” function on PowerPoint to ensure that an image is properly embeded in the presentation. Authors should avoid using drag & drop or simply copy function in insert images into their presentations. For similar reasons, authors should disable the “Fast Saves” function on the PowerPoint preferences.
- **There will be no dual screen LCD projection available.**

SAVING THE PRESENTATION...

Be sure to upload all supporting elements (i.e., graphics, movies, etc.) with the presentation. If the presentation file is over 500mb, please allow extra time for uploading the presentation in the Speaker Ready Room.

Note: All ASNR-provided computers will be installed with PowerPoint, HTML browsers, QuickTime and Acrobat Reader. Other presentation software programs will not be available on ASNR-provided computers.

- For safety, when saving your presentation for transport, we recommend using one of the following media:
 - CD-ROM or DVD-ROM
 - USB Drive
 - Flash Memory

Important: Bring along a backup copy of the entire presentation. After saving the presentation, it is recommended that you review and test the presentation using the saved copy on a different computer.

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Guidelines and Requirements for Developing Audio Visual Materials

The following is a list of frequently asked questions brought to the attention of the ASNR. For additional information or questions, please contact a Freeman Audio Visual Solutions representative (ASNR's contracted audio visual company) at support@sessionupload.com.

Q: What standard audio visual equipment is provided in the session rooms?

A: All session rooms are equipped with PC computers with LCD projectors (Mac files will be converted in the Speaker Ready Room. It is imperative that you review your presentation in the Speaker Ready Room if it contains video files or if it was created on a Macintosh computer).

Q: How do I load my presentation onto the ASNR provided computer?

A: OPTION 1 You may submit your presentation online prior to the meeting.

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

The site will be available by Friday, February 24, 2017.

B: OPTION 2 You are required to visit Speaker Ready Room in the Room 204 at the Long Beach Convention & Entertainment Center the day prior to your session to upload your presentation. ASNR will upload the presentation to the appropriate computer in your designated session room. Presenters must also check in at their assigned presentation room 15 minutes prior to the start of the session.

Note: If presentation file is over 500mb, please allow extra time for uploading your presentation in the Speaker Ready Room. Changes to your presentation are allowed up to one (1) one hour before your session.

Q: What application is preferred for creating a presentation?

A: Microsoft PowerPoint is highly recommended and advised.

Q: What application programs will be installed on the ASNR-provided computers?

A: All ASNR-provided computers will be installed with PowerPoint, HTML browsers, QuickTime, and Acrobat Reader. Other presentation software programs will not be available on ASNR-provided computers.

Q: What are the appropriate fonts to use when designing a presentation?

A: Avoid fonts that are too small or too large. The use of standard Windows or Macintosh system fonts is preferred. Recommended fonts include: **Arial, Chicago, Geneva, Helvetica, Palatino and Times**. Windows users should use only True Type fonts and save as "embed all True Type fonts" for saving presentation to disk.

Q: What are the appropriate colors to be used in a presentation?

A: Avoid dark text such as green, blue or red text. Recommended format is yellow or white text on a dark blue background. Uniformity of text color throughout the presentation is recommended. Shading is appropriate but avoid using glaring contrasts of color.

Q: What method is appropriate for presentation transport?

A: For safety, when saving your presentation to transport, we recommend using one of the following media:

- CD-ROM or DVD-ROM
- Flash Memory
- USB Drive

Important: Bring along a backup copy of entire presentation.

Q: I am using a PowerPoint version older than 2013 (PC) or 2008 (MAC). Is this a problem?

A: Possibly, to ensure a smooth presentation we require you to review your presentation one (1) day prior to your session in the Speaker Ready Room, Room 204 at the Long Beach Convention & Entertainment Center. (PowerPoint 2013 is compatible with older versions of PowerPoint.)

Q: Can animation be used in presentations?

A: Animation, if used, should be subtle and not distracting.

Q: Where can I test my presentation once I arrive at the Long Beach Convention & Entertainment Center?

A: Use the Speaker Ready Room to review your presentation several times prior to your scheduled session(s) to ensure a smooth delivery. The Speaker Ready Room is located at Room 204 at the Long Beach Convention & Entertainment Center. LCD and video projection will also be available for your use.

Q: Can I use my own computer?

A: No. The ASNR does not allow the use of presenter laptop computers.

Q: Will I have direct control of my presentation?

A: Yes. Presenters must use a mouse-click to advance slides. Presenters must use the mouse instead of a laser pointer to highlight areas of the screen. A projectionist will remain in the room throughout the presentation.

Q: Can I make changes to my presentation?

A: Yes, up to one (1) hour before the start of the session in which you are presenting. Once you have uploaded your presentation the day prior to your session, changes can be made in the Speaker Ready Room, Long Beach Convention & Entertainment Center Room 204.

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