

# AMERICAN SOCIETY OF NEURORADIOLOGY GUIDELINES & REQUIREMENTS FOR SCIENTIFIC PRESENTATIONS



This communication defines and describes educational presentations at the NER Foundation Symposium and ASNR 42nd Annual Meeting. The following guidelines, requirements and clarifications have been developed to facilitate and further improve the preparation and delivery of presentations.

Presentation types at the ASNR 42nd Annual Meeting will include Scientific Papers (Oral), Excerpta Extraordinaire (Oral), Scientific Exhibits, Scientific Posters, and Computer Assisted Exhibits.

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## New for 2004!!

You may submit your PowerPoint presentation online before the ASNR meeting! See page 5 for more details. **Reminder: All presenters must deliver a copy of their presentation to the Speaker Ready Room by 4:00pm the day prior to their presentation.**

## NER Foundation Symposium 2004 & ASNR 42nd Annual Meeting

Washington State Convention & Trade Center  
Seattle, Washington  
June 5-11, 2004



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# General Information

Scientific Exhibits, Scientific Posters, Scientific Papers (Oral), and Computer Assisted Exhibits will be eligible for awards at the ASNR 42nd Annual Meeting. The Award selection will be based on merits of scientific value, educational value, originality, aesthetics, and overall composition.

Scientific Exhibits, Scientific Posters, Scientific Papers (Oral), Excerpta Extraordinaire (Oral), and Computer Assisted Exhibits should serve an educational purpose. They should not promote commercial products. Solicitation of sales is inappropriate in the Scientific Exhibit and Poster areas.

## Scientific Papers (Oral)

The **SCIENTIFIC PAPER (Oral)** is a verbal presentation (approximately 5-6 minutes in length) and reflects the particulars of clearly defined and carefully computed investigational efforts. The author's ability to communicate information in a precise and clear manner will contribute enormously to the success of the presentation.

### PRESENTATION FORMAT: SCIENTIFIC PAPERS (ORAL)

Only the major objectives of the author's work should be stated and then discussed, supported by the conclusions drawn from the data. The Materials and Methods part of the presentation must be restricted significantly; the details of the equipment used and the methodology employed should be left for publication. 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.

The presentation should be directed to the audience. Conclusions should be presented first. There is no reason to keep the audience "in suspense." The audience should then be shown how the findings were obtained. At the end of the presentation, the conclusions should be restated.

The presentation should be practiced and edited until it can be delivered clearly and understandably in the time allotted. The author should aim for 30-60 seconds less than the allotted time, the comfort zone. There is no obligation to use all of the allotted time. If the allotted time is exceeded, the moderator will terminate the presentation. Because of severe time constraints, impromptu remarks and jokes are discouraged.

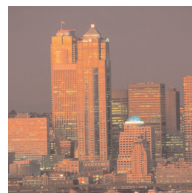
**Diction.** English may not be the native language for a portion of the audience. Therefore, the presenting author should speak clearly and avoid slang and colloquialisms. If the author is not a native English speaker and has difficulty remembering certain English phrases or particularly difficult pronunciations, using index cards as prompts should be considered. Cards should be prepared so that they can be read in a low light level. Above all, assistance should be obtained beforehand from someone who speaks English well.

**Microphone.** The presenter's voice level is correct when it can be heard as an echo in the lecture hall. Both a lavalier (neck) microphone and a lectern microphone will be provided. However, to avoid feedback, only one microphone should be used. The presenter should speak in a normal voice and should not handle the microphone. When using the lavalier, it should move with the presenter.

**Schema.** Obviously, the presentation should be clear and readily understood. This is best accomplished by having the verbal and visual components form a composite which should reinforce one another. Everything presented should support the central points of the paper. Unfortunately, many presentations are often undone by lack of proper preparation, so the information provided in the "Development and Delivery of Audio Visual Materials" section immediately following should be reviewed carefully with strict compliance.

## Excerpta Extraordinaire (Oral)

**EXCERPTA EXTRAORDINAIRE (Oral)** are presented orally in a more concise fashion than a Scientific Paper and with a limit on scope (approximately 2-3 minutes in length). An excerptum teaches a lesson, states and illustrates a problem in diagnosis, or focuses on noteworthy radiologic appearances of specific diseases, disorders, or anomalies.



# Guidelines & Requirements for Development and Delivery of Audio Visual Materials

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
  - Videotape projection (upon request) (1/2" VHS or Super VHS videotapes only)

## Speaker Ready Room

- Presenters must deliver a copy of their presentation to the Speaker Ready Room in the Washington State Convention & Trade Center, Room 605/610, by **4:00 pm on the day prior** to their presentation. Presenters must also check in at their assigned presentation room fifteen (15) minutes prior to the start of their presentation. The presenter's name and address must be clearly indicated on their presentation media. Media must be marked with the number of the paper, day, and time of the presentation. Labels for presentations will be available in the Speaker Ready Room.
- **It is imperative that you review your presentation in the Speaker Ready Room. Presentations containing video files or created on a Macintosh computer are particularly vulnerable to errors when transmitting to a different platform or computer.**

## Presentation Preparation

- Presenters and moderators should visit the podium prior to the start of the session to familiarize themselves with the audio visual equipment.
- To begin the presentation, the slide advance should be pressed and the lights will automatically dim. There is no need to ask the computer technician to project the first slide or dim the room lights.
- Presenters may use a remote or a mouse-click to advance slides. Presenters may use the mouse instead of a laser pointer to highlight areas of the screen. A projectionist will remain in the room throughout the presentation.

- Limit slides to no more than one (1) for each minute of your 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.
- Do not create a presentation and assume it will run seamlessly. Please take careful note of instructions for computer presentations to make sure your presentation runs smoothly and does not cause delays.

## Videotape Projection

- Only VHS and Super VHS videotapes in the U.S. standard can be played. Prior to the presentation, visit the Speaker Ready Room to make sure the tape is cued to the proper sequence.
- If there is a need for videotape projection, this should be indicated on the Request for Audio Visual Equipment Form (page 9). **Videotapes should be delivered to the Speaker Ready Room in the Washington State Convention & Trade Center, Room 605/610, by 4:00 pm on the day prior to the day of presentation.**

## Patient Confidentiality

- Patient confidentiality must be protected. Names 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 Audio Visual Committee will be monitoring HIPAA compliance by presenters.

## Disclosure

- Commercial reference, unless essential to the presentation, should be avoided. Each presenter is required to complete a disclosure statement and verbally disclose any commercial relationships, in accordance with ACCME Guidelines. If you did not complete the disclosure during the submission process, please inform the ASNR Headquarters Office by calling Catherine Neis at (630) 574-0220, ext. 232, **by Friday, February 27, 2004.**

## Questions

- Questions regarding audio visual facilities should be directed to an AVW/TELAV representative at [ips@awwtelav.com](mailto:ips@awwtelav.com).

## REMINDER — ELECTRONIC PRESENTATION FORMAT REQUIRED

All oral presenters will be required to deliver their work via electronic (LCD projection/computer) format. Presenters arriving at the meeting with only 35mm slides will need to convert to digital presentation at their own cost.

Also, ASNR will not allow personal laptops to be used for presentations. All presentations must be uploaded to the ASNR provided computer.



# Guidelines & Requirements for Development and Delivery of Electronic (LCD/Computer) Presentations

## Getting Started...

- Use of a dedicated presentation application (i.e. Microsoft PowerPoint X (Mac) or XP (PC)), or web browser is **required**. PowerPoint 97 (PC), 2000 (PC) and 98 (Mac) formats are also acceptable, but the presenter must review these presentations in the Speaker Ready Room to make certain that they convert properly to formats used at the meeting. (*PowerPoint XP is compatible with older versions of PowerPoint.*)
- 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.
- Presenters may use a remote or a mouse-click to advance slides. Presenters may use the mouse instead of a laser pointer to highlight areas of the screen. A projectionist will remain in the room throughout the presentation.

## Developing the Presentation...

- **Use an existing presentation as a sample.** The ASNR strongly advises using Microsoft PowerPoint. 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.
- **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 or logos.**
- **Mix images and text on a single frame or on alternate slides.** When using PowerPoint, you may add images to your presentation 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 your presentation file** when adding graphics, tables, images or any other item different from your presentation format. **DO NOT** link the graphics... linking does not save the graphic(s) within the presentation and will result in missing images in your final presentation.
- **There will be no dual screen LCD projection available.**

## Saving the Presentation...

**This year, the ASNR is requiring uploading of your presentation to an ASNR provided computer.** Be sure to upload all supporting elements (i.e., graphics, movies, etc.) with your presentation. If the presentation file is over 500 mb, please allow extra time for uploading your 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...
  - 250mb (or less) Zip cartridge
  - CD-R
  - USB Drive
  - Flash Memory

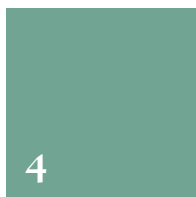
**Important:** Bring along a backup copy of the entire presentation.

- After saving the presentation, it is recommended that you review and test the presentation using the saved copy.

## Using the ASNR Provided Computer

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 the Washington State Convention & Trade Center, Room 605/610.

**It is imperative that you review your presentation in the Speaker Ready Room. Presentations containing video files or created on a Macintosh computer are particularly vulnerable to errors when transmitting to a different platform or computer.**



## IMPORTANT...

You are required to stop by the Speaker Ready Room in Room 605/610 at the Washington State Convention & Trade Center by 4:00 pm on 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 rehearse their presentations in the Speaker Ready Room after uploading their files.

## NEW FOR 2004!! - ADVANCE SUBMISSION OF PRESENTATIONS

Presenters will be able to submit their PowerPoint presentation online before the ASNR meeting. Beginning Monday, May 3, 2004, you may submit your presentation(s) to AVW/TELAV's (ASNR's contracted audio visual company) web site at [www.presentationmanagement.com/ASNR](http://www.presentationmanagement.com/ASNR). Your email address is required for access. The deadline for advance submission is 5:00pm (CST) on Thursday, June 3, 2004.

Your PowerPoint presentation will be reviewed for embedded video playback problems. If problems are determined, 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 you wish to make changes to a presentation that you have already submitted, you are required to change your master copy and resubmit the file.**

Advance submission is not a requirement and you comply by checking into the Speaker Ready Room, in Room 605/610 at the Washington State Convention & Trade Center, the day prior to your presentation.

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.

## Scientific Exhibits

Traditionally, the **SCIENTIFIC EXHIBIT** has been an elegant, neatly-crafted educational display, designed to further the understanding of neuroradiology by featuring new cutting-edge material or by offering an instructional review of a particular topic. Scientific exhibits are analogous to review articles or pictorial essays. Exhibits may be based on a wide variety of topics and formats including (to name a few): (1) neuroanatomy or neuropathology correlated with imaging findings, (2) clinical-pathologic correlations or newer clinical investigations, (3) newer imaging techniques or modalities, (4) new experimental methods or laboratory investigations, or (5) clinical efficacy and outcomes research in neuroradiology. Investigational data, when presented in this format, should also include a broader educational message, and a more general perspective should be incorporated into the presentation. Gamuts of differential diagnoses of imaging findings are encouraged as they help organize thinking with regard to a particular radiographic feature.

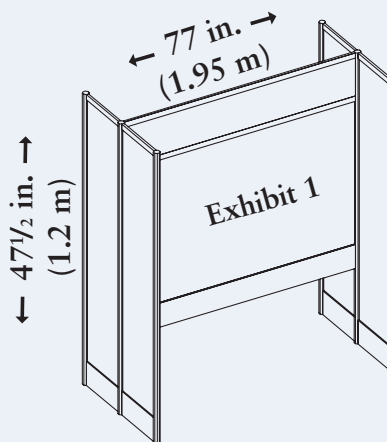
Case reports demonstrating interesting and unusual clinical examples including relevant educational discussion have been accepted in the past as scientific exhibits. The highest priority will be accorded to those case reports that illustrate and discuss concepts of significant importance to neuroradiologists that cannot be provided in other, more scientifically elaborate formats. Depending upon space limitations, a few case reports may be accepted if they fulfill the educational goal of a scientific exhibit. (Figure 1)

## SCIENTIFIC EXHIBIT - FIGURE 1

The ASNR will only offer one size for scientific exhibits:

47 1/2 in. (1.2 m) high by 77 in. (1.95 m) wide

*The measurements are precise and exhibits must conform **STRICTLY** to this size or slightly smaller.*



The ASNR provides backboard panels for the display of scientific exhibits. These panels have surfaces ideally suited for mounting photo prints (not x-ray films) and charts. Covered in gray fabric, panels have a homosote backing suitable for pins, tacks, or Velcro tabs. Back-lighted viewboxes are not available.



# Scientific Posters

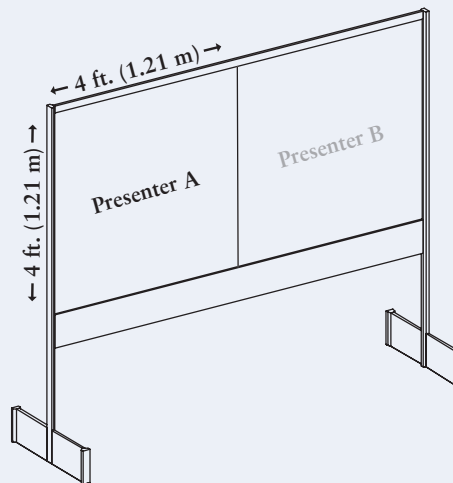
The **SCIENTIFIC POSTER** format represents an alternative to verbal presentations. Scientific posters are sometimes selected from works initially submitted as scientific papers (oral). As presentations of investigational material, their educational goal is different from that of scientific exhibits. Posters are analogous to and should be structured like scientific papers (Purpose, Materials and Methods, Results, Conclusions). Scientific exhibits are analogous to review articles or pictorial essays. The more general educational perspective required in a Scientific Exhibit is usually not included in a Scientific Poster, and some variations in presentation format will exist. Nonetheless, they should flow in a concise, rapidly digestible, visually oriented manner similar to a manuscript to facilitate the goal of rapid unequivocal understanding. (Figure 2)

## SCIENTIFIC POSTER - FIGURE 2

The ASNR will only offer one size for scientific posters:

4 feet (1.21 m) high by 4 feet (1.21 m) wide

The measurements are precise and posters must conform **STRICTLY** to this size or slightly smaller.



# Computer Assisted Exhibits

The **COMPUTER ASSISTED EXHIBIT (CAE)** provides a novel, interactive, visually oriented educational display that should optimally draw upon the unique advantages of the computer and should exploit its interactive potential. As is true for conventional exhibits, the CAE should be elegant, neatly crafted, well-organized and educational, with its purpose clearly stated. Figures should be well-labeled with appropriate arrows and legends. Innovative approaches employing CAEs are encouraged. Again, standard educational presentations covering a particular topic in neuroradiology or a major application. However, CAEs displaying the application of computers at the neuroradiologist's work site or their use in neuroradiology research are also encouraged. Ideally, CAEs should be self-explanatory, and user-friendly.

## NEW THIS YEAR...

To provide more opportunities for viewing, meeting attendees will be able to view all CAEs from multiple work stations in the Computer Assisted Exhibit area. Individual CAEs will not have a dedicated work station. **All CAE presentations must be able to run from the hard drive.**

### PLEASE NOTE NEW EARLY SUBMISSION REQUIREMENTS:

ASNR will load all CAE presentations onto computers in the Computer Assisted Exhibit area. **CAE presenters will need to submit their presentations electronically to ASNR no later than Friday, May 7.** Instructions for submitting presentations via the Internet will be sent to all CAE presenters by email by April 1, 2004.

### Electronic Scientific Exhibit (eSE) Pilot Project

This year, the ASNR Scientific Exhibit will feature an electronic Scientific Exhibits (eSE) Pilot Project highlighting approximately 30 scientific exhibits in an electronic format. All eSEs will be displayed on the same workstations as CAEs.



## PRESENTATION FORMAT: SCIENTIFIC EXHIBITS AND POSTERS

The information herein was compiled primarily for Scientific Exhibits but it is generally applicable to Scientific Posters as well.

**Content** – (**Note:** Posters must include a Purpose with Educational Objectives, Materials and Methods, Results, and Conclusion sections. A discussion section may be added if it provides further educational benefit. Exhibits may vary from this format, but must include a Purpose with Educational Objectives.)

- Clearly state the purpose and educational objectives.
- Arrange text in a logical manner that is clear, concise and brief; covering “just the facts.”
- 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.

### Font

- Use consistent font type throughout the exhibit. It is more visually appealing when the same font type is used for the entire exhibit.
- Make font size for main text and legends large enough to allow the audience to read text from a reasonable distance, usually three to four feet. (A minimum of 20 point is recommended.)
- Emphasize key points using a larger font size, bold or highlighting in a different color.

### Figures and Illustrations

- Place in logical order and in a consistent location to allow easy reference.
- Make illustrations large enough to easily demonstrate the findings from three to four feet away. A 5x7 inch print is a good standard.
- Number the figures and illustrations with large bold fonts.
- Leave landmarks that enable orientation, or place directional letters (anterior, inferior, etc.) on the image. Do not overcrop. Clearly label key features with arrows, letters, or numbers in a logical, consistent manner.
- Label key findings and pathologic diagnosis in a bold font or highlighted so the viewer can understand the figure at a glance.

### Legends

- Include interpretative legends separate from the body of the exhibit for all figures, illustrations, tables and graphs.
- Keep legends short and to the point, discussing the positive and pertinent negative findings relevant to their respective figures. An initial descriptive sentence or phrase is often helpful to orient the reader to the plane of section, type of study, use of contrast material and, if important, technical parameters.
- Place legends immediately adjacent to the respective figure (above, below, to the right or left).
- If descriptive acronyms are used, include a legend, in alphabetical order, at the side of the illustration.

### Tables and Graphs

- Only data should be displayed. If there are multiple data points, summarize them for clarity.
- Label all coordinates (x, y, and, if applicable, z).
- Highlight key data points, columns, or rows with different colors.

**Visual Presentation** – (**Note:** At least 50% of the surface area of the exhibit should be made up of illustrations, tables or graphs. This will be an important scoring factor when scientific exhibits are evaluated for awards.)

- Color figures are preferable to black and white. Line drawings may be necessary for orientation of very complex anatomy.
- Artistry should not impede the educational objective.
- 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.
- Firm cardboard or plastic professional backing is recommended as it not only adds artistic quality, but also improves durability. Avoid thin paper or plastic as wrinkles can make an exhibit very difficult to read.
- Handouts are strongly recommended as useful adjuncts to a Scientific Exhibit or Scientific Poster. These should be offered directly on-site. Alternatively, one may request viewers to leave their business cards so the instructional written material can be mailed to them after the meeting.

## PRESENTATION FORMAT: COMPUTER ASSISTED EXHIBITS (CAEs)

The ASNR Scientific Exhibits Committee strongly encourages CAEs that demonstrate creative utilization of computers for neuroradiology clinical care, teaching or research.

The presentation guidelines listed above for Scientific Exhibits and Posters should be followed, except that hard copy displays are not required. Because of the interactive nature of CAEs, presenters should follow these guidelines when developing their Computer Assisted Exhibit.

To be most effective, Computer Assisted Exhibits should be:

- Self-explanatory and user friendly.
- Interactive rather than simply an electronic slide presentation.
- Visually attractive, and not wordy.

- Fast paced and robust, requiring minimal wait times during viewer access.

The standard ASNR provided computers will come equipped with a 17” monitor, 512MB RAM, CD-ROM drive, and Internet Explorer with either a Windows 2000 or Macintosh operating system, based on the equipment request submitted by the presenter. Internet access will not be included unless presenter requests it in advance. Installed presentation software programs will include Internet Explorer, QuickTime and Acrobat Reader. Presenters requiring other hardware or software should contact Barb Schell, Manager of Scientific Meetings, at bschell@asnr.org to confirm availability.

# FAQ's

The following is a list of frequently asked questions brought to the attention of the ASNR. For additional information or questions, please contact an AVW/TELAV representative (ASNR's contracted audio visual company) at [ips@awwtelav.com](mailto:ips@awwtelav.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.*)
  - Videotape projectors (*upon request*)  
(*1/2 inch VHS or Super VHS videotapes only*)

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

- A:** You are required to visit the Speaker Ready Room (Room 605/610 at the Washington State Convention & Trade Center) by 4:00 pm on 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 fifteen (15) minutes prior to the start of their presentation.

**Note:** If presentation file is over 500MB, please allow extra time for uploading your presentation in the Speaker Ready Room.

**Q: What application is preferred for creating a presentation?**

- A:** Use of a dedicated presentation application (i.e. Microsoft PowerPoint X (*Mac*) or XP (*PC*)), or web browser 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 green, blue or red text. Recommended format is yellow or white text on a dark blue background. 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...
- 250MB (*or less*) Zip cartridge
  - CD-R
  - USB Drive
  - Flash Memory

**Important:** Bring along a backup copy of entire presentation.

**Q: I am using a PowerPoint version older than XP (PC) or 2001 (Mac). Is this a problem?**

- A:** Possibly... to ensure a smooth presentation we require you to review your presentation a day prior to your session in the Speaker Ready Room in Room 605/610 at the Washington State Convention & Trade Center. (*PowerPoint XP 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 in Seattle, Washington?**

- 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 the Washington State Convention & Trade Center, Room 605/610. LCD and video projection will also be available for your use.

**Q: Can I bring my own computer?**

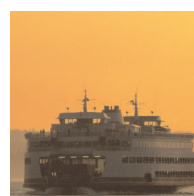
- A:** No. The ASNR does not allow the use of presenter laptop computers.

**Q: Can I present my talk with 35mm slides?**

- A:** No.

**Q: Will I have direct control of my presentation?**

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



# Request for Audio Visual Equipment

*NER Foundation Symposium & ASNR 42nd Annual Meeting*

*Washington State Convention & Trade Center ▲ Seattle, Washington ▲ June 5-11, 2004*

**\* All Oral Presenters are required to complete this form**

First Name \_\_\_\_\_ Last Name \_\_\_\_\_ Designation \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

Presentation Title \_\_\_\_\_

Presentation Control # \_\_\_\_\_

Presentation Day / Date / Time \_\_\_\_\_

All oral presentations will be required to be presented via electronic/LCD projector computer format.

**Please complete the following:**

**My presentation will be developed on the following platform:**

- |   |   |
|---|---|
| <input type="checkbox"/> PowerPoint XP (PC)   | <input type="checkbox"/> PowerPoint X (Mac)     |
| <input type="checkbox"/> PowerPoint 2000 (PC) | <input type="checkbox"/> PowerPoint 2001 (Mac)  |
| <input type="checkbox"/> Web Browser          | <input type="checkbox"/> Other (describe) _____ |

**I will supply my presentation on the following computer media:**

- |  |   |                                    |
|--|---|------------------------------------|
| <input type="checkbox"/> Zip Disk (100mb or 250mb) | <input type="checkbox"/> CD-ROM                 | <input type="checkbox"/> USB Drive |
| <input type="checkbox"/> Flash Memory              | <input type="checkbox"/> Other (describe) _____ |                                    |

**1/2 inch VHS video projection equipment**

My signature confirms the following:

- Full compliance with the ASNR audio visual requirements outlined in my abstract acceptance letter.
- Disclosure of all commercial relationships during the abstract submission process and at time of presentation.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**NOTE:** The ASNR Meetings Department will contact you if your A/V request cannot be accommodated.

**Please return completed form via fax by Friday, February 27, 2004 to:**

NER Foundation Symposium & ASNR 42nd Annual Meeting

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