

American Society of Neuroradiology
ASNR 45th Annual Meeting & NER Foundation Symposium 2007

HYATT REGENCY CHICAGO | JUNE 9 - 14, 2007 | CHICAGO, ILLINOIS

GUIDELINES & REQUIREMENTS

FOR ELECTRONIC SCIENTIFIC EXHIBIT (ESE) PRESENTATIONS



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Electronic Scientific Exhibit Display Dates: Monday, June 11 – Thursday, June 14, 2007

This document describes the requirements for those developing electronic scientific exhibits for presentation at the ASNR 45th 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 exhibits.

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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 products(s) or services discussed in the electronic scientific exhibit. Any such relationships must be disclosed in the exhibit.

Presentations given at the ASNR 45th Annual Meeting & NER Foundation Symposium 2007 should serve an educational purpose. They should not promote commercial products. Solicitation of sales is inappropriate and unacceptable in any scientific presentation.

Scientific Exhibit Awards

Each year the Scientific Exhibit Committee judges the printed scientific exhibits and electronic scientific exhibits presented at the ASNR Annual Meeting. 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 the primary criteria in the judging for Scientific Exhibit Awards.

Judging will occur prior to the opening of the Scientific Exhibit Hall. Exhibits must be in place and ready for viewing by 9:00am on Monday, June 11, 2007 to be considered for an award.

Description

An interactive, 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 Scientific Exhibit Committee encourages the use of multimedia in eSEs. Creative use of multimedia, an eye-catching visual appearance, and ease of use will be primary criteria in the judging for Scientific Exhibit Awards.

- Electronic Scientific 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 eSE within 15 minutes.
- The Scientific Exhibits Committee discourages the submission of complete programs or applications.

Exhibit Hours

Display Dates*

Monday, June 11, 2007
12:00pm - 9:00pm

Tuesday, June 12* - Wednesday, June 13, 2007
6:30am - 9:00pm

Thursday, June 14, 2007
6:30am - 11:45am

*The Scientific Exhibits will be open during the "All That Jazz" Reception on Tuesday, June 12, 2007, from 6:30 pm to 8:00 pm.

Location

Hyatt Regency Chicago – Riverside Center East Hall

Presenter Requirements

All presenters are required to abide by the following:

- **Advance Submission Required:**
All eSE presentations must be finalized and submitted by Friday, May 11, 2007 to ASNR. Digital source files must be submitted at that time also. Authors who have not submitted their presentation by the deadline will be given the option of either submitting as a Scientific Exhibit (Printed) or withdrawing altogether.
No exceptions will be made to this policy.
- **Consent for Use in Neurographics**
By submitting an Electronic Scientific Exhibit (eSE) abstract for presentation at the ASNR Annual Meeting, the authors give ASNR permission to publish the final presentation in *Neurographics**, the online educational forum of the ASNR and NER Foundation.
- Authors who do not consent to the use of their presentation in *Neurographics* will be given the option of presenting as a Scientific Exhibit (Printed) or withdrawing their presentation.

ASNR Provided Hardware and Software

Hardware: The standard computers will come equipped with:

- 17" monitor (1024 x 768 resolution) • 1GB RAM
- Internet Explorer (v.6.0) • Windows operating system.

Software: Installed presentation software programs will include:

Internet Explorer • QuickTime • Acrobat Reader • Windows Media Player

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

ASNR will configure computers to insure that presentations can not be downloaded via USB ports or other means.

Shared and Stand Alone Display

The majority of eSE exhibits will be 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:** 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.)

Only a limited number of stand alone displays have been accepted. Stand alone displays are those presentations that do not run on a browser or will require special software/hardware and/or Internet access. Those accepted for stand alone displays were notified in their acceptance letter.

Design Specifications

Presentation Length

- The typical user should be able to complete the presentation within 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 Scientific Exhibits Committee.

Operation of eSE

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

Movies

- ASNR can only accept movies that have been created with standard compression codec's compatible with Windows. Files should be saved as .avi or .mpg, using the following codec's:
 - Cinepak
 - Intel Indeo Video R3.2
 - Indeo 5.10
 - Intel RAW
 - Mpeg 1
 - Mpeg 2
 - MS Mpeg 4
 - Divx 3/4/5
- Do not embed video files.
- Copy the video clips you want to insert into the same folder as your presentation.
- Submit the video files to ASNR with your presentation.
- File size should be kept to less than 20 MB. In most cases, lower resolution video files are very effective.

Use of Images

- JPEG images are the preferred file format for inserted images.
- The size of the screen will be 1024 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 eSE 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 15 minutes.

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.

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.msp>

Office XP / 2003

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 2000

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, Zip disk, Floppy disk, Compact Flash Card, Media Stick, Multimedia Card, SD Card or USB Thumb 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.

Saving and Submitting Presentation

- When building your presentation, all files (PowerPoint and external, i.e. movie files) associated with your presentation must reside in one folder/location.
- **NEW IN 2007!** The first slide of your presentation must include your unique presentation number which was assigned to you in your notification letter.
- **NEW IN 2007!** The second slide of your presentation must list your disclosures 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 2007 Annual Meeting
 3. Presentation Number
 4. Abstract Control Number
 5. File names

Guidelines for Macintosh Users

Movies

QuickTime is not native to Windows computers. PowerPoint only supports QuickTime movies up to version 2.5. To insure the best chance of success, create your movies as AVI files. In addition, use Cinepak for compression instead of Sorenson. Movies saved as AVI's have the best chance of success on a Windows machine. You can also convert your movies to the mpeg format in QuickTime Pro. Please test your movies and slides on a Windows machine before finalizing your presentation. Use the method outlined below for testing your movies on a PC.

It is *imperative* to test your "new" presentation on an actual Windows PC for verification.

The following test will determine the compatibility of movie files:

1. Click **Start**, and then click **Run**.
2. In the **Open** box, type the appropriate command for your operating system.
 - In Microsoft Windows 98 or Microsoft Windows Millennium Edition (Me), type: **mplayer.exe**
 - In Microsoft Windows NT 4.0 or Microsoft Windows 2000/XP, type: **mplay32.exe**
3. Click **OK**. Media Player is started.
4. On the **File** menu, click **Open**.
5. Select the movie that you want to verify. Click **Open**.
The video will play if it is the correct format.

Images

Use common image formats that are cross platform compatible such as **JPG, PNG, GIF, and BMP**.

Fonts

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.

Animations

Use simple entry animation effects, such as fly in/out, appear, and dissolve. Also, do not use exit animations: PowerPoint 2000 for Windows does not support exit animations.

File Extensions

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

Presentation Development Resources

The following presentations from the ASNR Annual Meeting Electronic Learning Center (ELC) provide additional tips and suggestions for developing effective electronic presentations.

Image Manipulation with Photoshop – ASNR ELC 2004

Richard M. Berger, MD

Wesley Medical Center, Wichita, KS

<http://www.neurorad.org/elc/photoshop/index.htm>

Image File Formats and Organization – ASNR ELC 2004

Richard H. Wiggins, III, MD

Radiology Department, Neuroradiology Division

University of Utah, Salt Lake City, UT

http://www.asnr.org/elc_2004/Wiggins_Images/

Virtual Electronic Posters - The Transition from Paper – ASNR Scientific Exhibit, 2004

Joan Palmer, Media Specialist

Department of Radiology

University of Wisconsin Medical School,

Madison, Wisconsin

<http://www.asnr.org/2004/finalHowToPoster1.pdf>

Presentation Tips for Creating Electronic Scientific Exhibit (eSE) Presentations

The appearance of an Electronic Scientific Exhibit reflects on the authors and everyone wants to look their best when presenting for their colleagues' review. Unfortunately, the quality of many Electronic Scientific 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 Scientific Exhibit that is both professional and eye-catching.

To be most effective, eSEs 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.

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.

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.

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.
- Handouts are strongly recommended as useful adjuncts to an Electronic Scientific Exhibit (eSE). These should be offered on-site. Alternatively, one may provide a place for viewers to leave their business cards so the instructional material can be sent to them after the meeting.

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 Audio Visual, Scientific Exhibits and Program Committees will monitor session and exhibit hall 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 Audio Visual, Scientific Exhibits, Program committees and the ASNR staff will be monitoring HIPAA compliance by presenters.

American Society of Neuroradiology Electronic Scientific Exhibit (eSE) Equipment Request Form

Hyatt Regency Chicago • Chicago, Illinois • June 9 - 14, 2007

* All Electronic Scientific Exhibit Presenters are required to complete this form

Name _____

Address _____

City _____ State/Province _____ Postal Code _____

Phone (____) _____ Fax (____) _____ E-mail _____

Unique Presentation Number (located on notification letter) _____

Control Number _____ eSE Number _____

Title _____

Presenter Requirements

All presenters are required to abide by the following:

Advance Submission Required – Deadline: Friday, April 27, 2007

All eSE presentations must be finalized and submitted online by Friday, April 27, 2007 to: www.asnr.org/2007/eSE_Upload.

All digital source files must be submitted at the same time. Authors who have not submitted their presentation by the deadline will be given the option of either submitting as a Scientific Exhibit (Printed) or withdrawing altogether. **No exceptions will be made to this policy.**

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Electronic Scientific Exhibit Equipment Request Form, cont.

Presenter Name _____

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PLEASE COMPLETE THE FOLLOWING:

Will your presentation require sound? (*Headphones will be provided for users*)

Yes No

My presentation will be developed to run using the following software:

- | | |
|---|---|
| <input type="checkbox"/> PowerPoint XP (PC) | <input type="checkbox"/> PowerPoint X (Mac) |
| <input type="checkbox"/> PowerPoint 2003 (PC) | <input type="checkbox"/> PowerPoint 2001 (Mac) |
| <input type="checkbox"/> Web Browser (i.e. 6.0) | <input type="checkbox"/> Other (describe) _____ |

Please specify and explain any operating system, software or hardware requirements which exceed the specifications listed above or are not addressed.

Please fax completed forms by 5:00 pm Central Standard Time on Friday, March 16, 2007 to:

ASNR 45th Annual Meeting
Attention: Valerie Geisendorfer, Assistant Manager of Scientific Meetings
Fax: (630) 574-1740

Questions?

Phone: (630) 574-0220, ext. 228
E-mail: vgeisendorfer@asnr.org

REMINDER – DEADLINE FOR SUBMISSION OF eSE PRESENTATIONS

FRIDAY, APRIL 27, 2007

All eSE presentations must be finalized and submitted online to
www.asnr.org/2007/eSE_Upload by Friday, April 27, 2007.