

# GUIDELINES & REQUIREMENTS FOR ORAL SCIENTIFIC PRESENTATIONS



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This document describes the requirements for those giving educational presentations at the ASNR 45th Annual Meeting and the NER Foundation Symposium 2007. These guidelines, requirements and clarifications have been developed to facilitate the preparation and delivery of quality presentations and further enhance the learning experience for the audience.

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# Dear Colleagues,

On behalf of the Audio Visual Committee, we are delighted that you will be presenting at the ASNR 45th Annual Meeting, June 9 - 14, 2007, in Chicago, Illinois.

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 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 [www.presentationmanagement.com/asnr](http://www.presentationmanagement.com/asnr). 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** the day prior to their presentation. This allows the Audio Visual service representative (AVW-TELAV) to preview and troubleshoot all sessions.
- **As in 2006**, 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 45th Annual Meeting. We look forward to seeing you and hope you have a great meeting experience!

Sincerely,



Erin Simon Schwartz, MD  
Chair, Audio Visual Committee

## 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, June 8, 2007, 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). An email address is required for access. The deadline for advance submission is 5:00pm (CST) on Friday, June 8, 2007.

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 can comply with the advance submission requirements by checking into the Speaker Ready Room, in Columbus AB at the Hyatt Regency Chicago, the day prior to their 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.

## 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 45th Annual Meeting and the NER Foundation Symposium 2007 must disclose information about such relationships.

Presentations given at the ASNR 45th Annual Meeting and the 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.

# General Information

Scientific oral paper presentations will be eligible for awards at the ASNR 45th Annual Meeting. The Award selection will be based on merits of scientific value, educational value, originality, aesthetics, and overall composition. Refer to [www.asnr.org/2006/abstracts](http://www.asnr.org/2006/abstracts) for more details.

Scientific Papers and Excerpta Extraordinaire presentations should serve an educational purpose. They should not promote commercial products. Solicitation of sales is inappropriate and unacceptable in a scientific presentation.

## Presenter Requirements

All presenters are required to abide by the following:

- **NEW IN 2007!** Your presentation number, title, and authors must be on the first slide of the presentation.
- **NEW IN 2007!** The second slide of your presentation must list disclosures, if you have nothing to disclose this slide must state that you have no disclosure.
- Deliver their presentation via electronic (LCD projection/computer) format. 35mm slides are not permitted.
- Use the ASNR-provided computer for their presentation.
- Submit a copy of their presentation no later than **4:00 pm on the day prior** to the presentation.  
**Can be done either through the online Advance Submission site or by delivering a copy to the Speaker Ready Room in the Hyatt Regency Chicago, Columbus AB.**  
**Presentations are loaded on a server in the Speaker Ready Room and sent from there to the assigned presentation rooms on the day that the presentation is scheduled to be given. If a presentation is not submitted, no visual aids can be provided during the presentation.**
- Rehearse presentation in Speaker Ready Room after final version has been uploaded.
- Complete review of final presentation in the Speaker Ready Room **no later than one (1) hour prior to scheduled presentation time.**  
**The deadline for changes to presentations is one (1) hour prior to the start of the session in which you are presenting. No changes will be permitted after that time. No exceptions will be made to this policy.**
- Visit assigned presentation room prior to the session to become familiar with podium, microphone and audiovisual equipment.
- Check in with the session moderators, audio visual technician and/or room operator between 15 minutes and 5 minutes prior to the start of the session.

## The Speaker Ready Room Services

The Speaker Ready Room, Columbus AB in the Hyatt Regency Chicago, is staffed by expert audio visual technicians and is open from 6:00am to 6:00pm every day of the meeting. Available services include:

- Assistance with conversion of presentations to the ASNR required presentation software format.
- Troubleshooting on-site problems with presentations.  
*Presentations containing video files or created on a Macintosh computer are particularly vulnerable to errors when transmitting to a different platform or computer.*
- Computers for last minute editing of presentations.  
**(Note: All edits must be completed 1 hour prior to the start of the session in which you are presenting)**
- Computers for reviewing and rehearsing presentations.

## Presentation Descriptions

### Scientific Paper Presentations

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A verbal presentation (6-minute presentation, plus 2-minute discussion) that summarizes the details of original investigative research. **Suggested format:** Introduction of Conclusions, Purpose, Materials and Methods, Results and Summary.

# Presentation Tips for Oral Scientific Paper Presentations

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

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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

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- 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 findings are supported by the conclusions drawn from the data.
- Minimize discussion of Materials and Methods. Save the details on equipment used and methodology for publication.
- Restate conclusions at the end.

## Diction

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The NER Foundation Symposium and ASNR Annual Meeting 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

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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

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- 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

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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 aids for presentations can be found on page 6.

- 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

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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.
- Both a lavalier (neck) microphone and a lectern microphone will be provided. However, to avoid feedback, only one microphone should be used.
- When using the lavalier, it should move with the presenter.
- Arrive 5-15 minutes before the session begins to allow time to become familiar with the microphones, podium and audio visual equipment.

# Guidelines & Requirements for 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

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- 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

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- 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 than 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 hour before the start of the session in which you are presenting.
- The use of profanity, suggestive or offensive language, jokes or images is unprofessional, unacceptable and inappropriate.

## Health Insurance Portability and Accountability Act of 1996 (HIPAA) Compliance

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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, Program Committees and ASNR staff will monitor session and exhibit hall presentations to identify ways to improve overall presentation quality and HIPAA compliance throughout the programming. For inquires about this policy, contact ltannehill@asnr.org.

## Patient Confidentiality

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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 Committee will be monitoring HIPAA compliance by presenters.

## Disclosure

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- Commercial reference, unless essential to the presentation, must be avoided. Each presenter is required to complete a disclosure statement and **verbally 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, **by Friday, March 2, 2007.**

## Questions

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- Questions regarding audio visual facilities should be directed to our Audio Visual contractor (AVW/TELAV) at: [support@presentationmanagement.com](mailto:support@presentationmanagement.com)

# Guidelines & Requirements for Developing Audio Visual Materials

## Getting Started...

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- Use of a dedicated presentation application (i.e. Microsoft PowerPoint X (Mac) or 2003 (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 2003 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.

## Developing the Presentation...

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- **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.
- **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 or logos.**

## Developing the Presentation, cont.

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- **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 embedded 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...

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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...
  - 250mb (or less) Zip cartridge
  - CD-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.

# 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 [support@presentationmanagement.com](mailto:support@presentationmanagement.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  
[www.presentationmanagement.com/asnr](http://www.presentationmanagement.com/asnr)**

The site will be available by mid February 2007.

B: OPTION 2

You are required to visit the Speaker Ready Room (Columbus AB at the Hyatt Regency Chicago) 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 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 one hour before your session.

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

A: No.

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

A: Use of a dedicated presentation application (i.e. Microsoft PowerPoint X (Mac) or 2003 (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 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...

- 250mb (or less) Zip cartridge
- CD-ROM
- USB Drive
- Flash Memory

Important: Bring along a backup copy of entire presentation.

## Q: I am using a PowerPoint version older than 2003 (PC) or 2001 (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 in Columbus AB at the Hyatt Regency Chicago. (PowerPoint 2003 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 Chicago, Illinois?

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 Hyatt Regency Chicago, Columbus AB. 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, Columbus AB at the Hyatt Regency Chicago.

# American Society of Neuroradiology Oral Presentation Form

ASNR 45th Annual Meeting & NER Foundation Symposium 2007

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

\* All Oral Presenters are required to complete this form

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

Phone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_ E-mail \_\_\_\_\_

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

Unique Presentation # (located on notification letter) \_\_\_\_\_

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:

PowerPoint 2003 (PC)

PowerPoint X (Mac)

Web Browser

PowerPoint XP (PC)

PowerPoint 2001 (Mac)

Other (describe) \_\_\_\_\_

I will submit my presentation via [www.presentationmanagement.com/ASNR](http://www.presentationmanagement.com/ASNR) using the presentation from the following web address: \_\_\_\_\_

I will supply my presentation on the following computer media:

CD-ROM

USB Drive

Other (describe) \_\_\_\_\_

Using PC Audio within your presentation

My signature confirms the following:

- My presentation title, unique number and authors have been placed on the first slide of my presentation.
- Full compliance with the ASNR audio visual requirements outlined in my abstract acceptance letter and/or speaker/faculty confirmation letter.
- Disclosure of all commercial and financial relationships during the submission process and at time of presentation.
- My second slide lists my disclosure or no disclosure.
- I have read and understand all speaker guidelines included in this document.

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, March 2, 2007 to:

ASNR 45th Annual Meeting & NER Foundation Symposium 2007

Fax: (630) 574-1740 • Phone: (630) 574-0220, Ext. 229

U.S. and Canada (Toll-Free): 1-888-734-7300 • International: (630) 574-1376

E-mail: [ltannehill@asnr.org](mailto:ltannehill@asnr.org)

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ASNR 2007