

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

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

GUIDELINES & REQUIREMENTS

FOR SCIENTIFIC EXHIBIT (PRINTED) PRESENTATIONS



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Scientific Exhibit (Printed) Display Dates: Monday, June 11 – Thursday, June 14, 2007

This document describes the requirements for those preparing scientific exhibits for 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 Scientific Exhibits (Printed).

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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, of 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 scientific exhibit. Any such relationships must be disclosed in the exhibit.

Presentations given at the ASNR 45th Annual Meeting & 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.

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 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.

Scientific Exhibit (Printed)

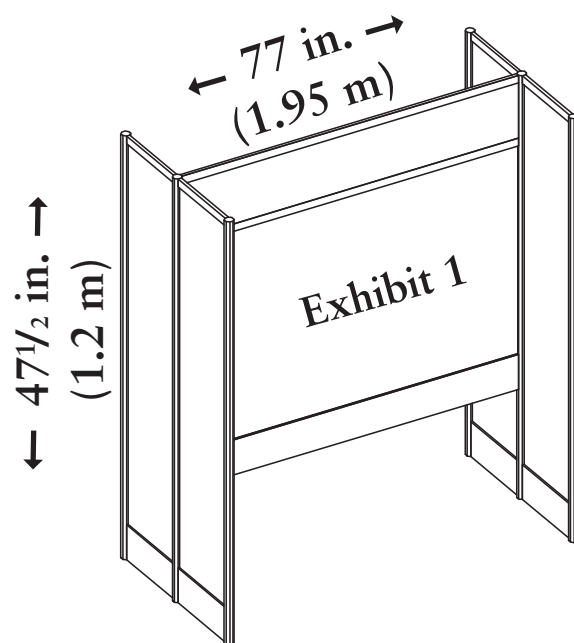
Description

Scientific exhibits are analogous to review articles or pictorial essays. The exhibit should be a state-of-the-art visual presentation/educational display designed to further the understanding of neuroradiology by featuring new material or by offering an instructional review of a particular topic. Case series that illustrate and discuss concepts of significant importance to neuroradiologists that cannot be provided in other, more scientifically elaborate formats are preferred. Investigational data, when presented in this category, should include a broader educational message with a more general perspective.

Scientific Exhibits (Printed) are sometimes selected from works initially submitted for presentation as an Electronic Scientific Exhibit.

Presenter Requirements

All presenters are required to abide by the following:



Required Format:

- Purpose, Approach/Methods, Findings, Conclusion.

Scientific Exhibit Display Board Dimensions:

- 47 1/2 inches (1.2m) high x 77 inches (1.95m) wide

Presenters are required to adhere to these limits. No exceptions can be made. It is suggested that the final Scientific Exhibit size be slightly smaller than the board dimensions to avoid the possibility of the exhibit being too large for the allocated space.

Set Up, Display and Dismantle Times

Exhibit Set Up Time

Sunday, June 10, 2007 from 9:00am through 11:00pm

Monday, June 11, 2007 from 6:00am through 9:00am

Note: All scientific exhibits must be set up by 9:00am on Monday, June 11, 2007. Exceptions to this policy must be requested in writing to ASNR and approved by the Scientific Exhibits Chair.

Display Dates*

Monday, June 11, 2007 from 12 Noon through 9:00pm

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

Thursday, June 14, 2007 from 6:30am through 6:00pm

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

Exhibit Dismantle Time

Thursday, June 14, 2007 from 6:00pm to 9:00pm

Note: All exhibits must remain in place until 6:00pm, Thursday, June 14, 2007. Exceptions to this policy must be requested in writing and approved by the Scientific Exhibits Chair. With written approval to ASNR from the author, exhibits can be set up/removed by someone other than the author/contributing authors.

Location

Hyatt Regency Chicago – Riverside Center East Hall

Award Judging

Judging for Scientific Exhibit Awards will begin on Monday, June 11, 2007 at 9:00am. Scientific Exhibits not displayed by this time will not be considered for awards.

Publication in *Neurographics*

Authors interested in having their presentation considered for use in *Neurographics*, the online educational forum of the ASNR and NER Foundation, must make available to ASNR the digital source files required for publication upon request, if selected for publication in *Neurographics*.

Presentation Tips for Scientific Exhibits (Printed)

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

Organization

For an exhibit that is clear and readily understood:

- Organize and present content in a logical order.
- Everything presented should support the central points of the presentation.
- Text and visual components should complement and reinforce one another.
- Be concise and to the point, highlighting key facts.

Content

The content should flow in a rapidly digestible, visually oriented manner to facilitate the goal of rapid unequivocal understanding.

- Content must include: Purpose with Educational Objectives, Approach/Methods, Findings, and Conclusion sections. A discussion section may be added if it provides further educational benefit.
- Clearly state the purpose and educational objectives.
- Use good descriptive acronyms (e.g., AChA for anterior choroidal artery or DRG for dorsal root ganglion) rather than non-descriptive letters or numbers.
- Reference figure and illustration numbers appropriately.
- Proofread all text, figures and illustrations for factual, grammatical and spelling errors.

Presentation Tips, cont.

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.

Fonts

- Recommended fonts are **Times New Roman, 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.
- Make font size for main text and legends large enough to allow viewers 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, bolding 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.
- All text should be large and easily read from 3 to 4 feet away. A minimum font size of 20 point is recommended.
- 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 diagnoses with bold or highlighted font so the viewer can understand the figure at a glance.

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, Program Committees, Scientific Exhibits 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 inquiries about this policy, contact ltannehill@asnr.org.

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.

Visual Presentation

- At least 50% of the surface area of the exhibit should be made up of illustrations, tables or graphs. This will be a primary criteria in the judging for Scientific Exhibit 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 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.
- 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. These should be offered on-site. Alternatively, one may provide a place for viewers to leave their business cards so the instructional written material can be mailed to them after the meeting.

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 Committed will be monitoring HIPAA compliance by presenters