Electronic Educational Exhibit (eEdE)
Presentation Display Dates:
Sunday, May 19th – Thursday, May 23rd, 2019

All eEdE presentations must be finalized and submitted by Friday, April 26, 2019

This document describes the requirements for those preparing Electronic Educational Exhibits for the ASNR 57th 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 Educational Exhibits.

Educational Exhibits Committee & Program Committee
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 existence of any significant financial interest or other relationship an author or co-author has with the manufacturer(s) of any commercial product(s) or services discussed in the electronic exhibit. Any such relationships must be disclosed in the exhibit. Presentations given at the ASNR 57th Annual Meeting & the Foundation of the ASNR Symposium 2019 should serve an educational purpose. They should not promote commercial products. Solicitation of sales is prohibited and inappropriate and unacceptable in any education presentation.

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 Education Exhibits, Program Committees and ASNR Staff 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 Educational Exhibits, Education, Program committees, and the ASNR staff will be monitoring HIPAA compliance by presenters.
Electronic Educational Exhibit FAQs

Description
An Electronic Educational Exhibits (eEdE) is a 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 Educational Exhibits Committee encourages the use of eye-catching visual appearance, and ease of use will be primary criteria in the judging for Educational Exhibit Awards.

- Electronic Educational 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. • The Educational Exhibits Committee discourages the submission of complete programs or applications.

Presentation Length
- We recommend keeping the presentations to a maximum of 45 slides. Presentations that exceed 45 slides may not be considered for awards.
- The typical user should be able to complete the presentation within ten (10) minutes.

Exhibit Location & Hours
Hynes Convention Center, Boston MA
Hours:
Sunday, May 19, 3:00pm - 7:00pm
Monday – Wednesday, 7:00am – 7:00pm
Thursday, 7:00am – 12:00pm

Presenter Requirements
All presenters are required to abide by the following:
Advance Submission Required:
- All eEdE presentations must be finalized and submitted by Friday, April 26, 2019 to ASNR. Digital source files must be submitted at that time.

- Please submit at [https://ww3.aievolution.com/asn1901/](https://ww3.aievolution.com/asn1901/) (Open March 1, 2019)

ASNR Provided Hardware & Software
Hardware:
The standard computers will be equipped with:
- LCD monitor (1366 x 768 resolution)
- 4GB RAM
- Windows 7 operating system

Software:
Installed presentation software programs will include:
- Internet Explorer
- QuickTime
- Acrobat Reader
- Windows Media Player
• Office 2013

Presenters requiring other hardware or software should contact Lynn Brown-Reyes, Senior Manager of Scientific Meetings, at lreyes@asnr.org to confirm availability.

Operation of Electronic Educational Exhibit
• Include Forward, Back and Home Buttons.
• Do not include an auto advance feature.

Movies
• Include all embedded video files for presentations that will contain video clips. Currently we support video clips in the following formats: AVI, MPEG-1, MPEG-2, MPEG-4 (Divx, Xvid, WMV's), MOV (H.264), Cinepack, Techsmith, and Flash.
• Please remember to compress your videos no matter which format you prefer. Your movie will upload faster and load faster during your presentation with no distinguishable loss in video quality. If you plan to play a DVD as part of your presentation, please notify a technician in the Speaker Ready Room so arrangements can be made for assistance in your meeting room.

Use of Images
• JPEG images are the preferred file format for inserted images.
• Images to be placed in eEDE 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.
• Avoid overloading presentation with unnecessary images.

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.

File Extensions (MAC Version)
If your Mac version of Office does not append the file extension, be sure to include it in your filename. Use .pptx for PowerPoint files and .ppsx for PowerPoint show files.

Saving & Submitting Your Presentation
• REMINDER. The first slide of your presentation must include your unique presentation number which was assigned to you in your notification letter. The second slide needs to include any disclosures.
• Bibliographic sources may be included on individual slides pertaining to that slides’ topic or a list can be included on one of the last slides of your presentation. Both may be included.
• Label your media with the following information:
  1) Your name
  2) ASNR 2019 Annual Meeting
  3) Presentation Number
  4) Abstract Submission Control Number/Abstract Number

Please submit your presentation materials by Friday, April 26, 2019 via web site at: https://www3.aievolution.com/asn1901/ (Open March 1)
Presentation Tips for Electronic Educational Exhibit (eEdE) Presentations

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

To be most effective, Electronic Educational Exhibits should be:
• Self-explanatory and user friendly
• 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.

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.

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.

Educational Exhibit Awards
Each year the Educational Exhibits Committee judges the Electronic Educational Exhibits presented at the ASNR Annual Meeting. Overall 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 certificate 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 Educational Exhibit Awards.
There will be additional Certificate of Merit Awards for three top presentations within each of the following categories:

- Adult Brain Inflammation/Infection and Metabolic
- Adult Neoplasms and Trauma
- Advanced Imaging and Informatics
- Head and Neck
- Interventional and Vascular
- Pediatrics
- Spine

Judging will occur prior to the opening of the Education Exhibits Hall.

**Publication in Neurographics**

All Educational Exhibits will be evaluated, and select exhibits will be invited to submit to *Neurographics*, the online peer-reviewed educational journal of the ASNR. Invited exhibits will be designated with ribbons at the meeting. Formal invitations will be sent to the corresponding authors of selected exhibits following the ASNR annual meeting.

*All eEdE presentations must be finalized and submitted by Friday, April 26, 2019*