



## Innovation Theater Guidelines

### Options for presenting:

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Innovation Theater Presentation will have 2 ways to present and must choose between the 2:

**Option 1 (preferred):** Pre-recorded Presentation with Live Q&A

You may submit a pre-recorded version of your presentation to be played during your session time. Immediately following the recording your speakers/staff may conduct a live Q&A. The recorded presentation will also be placed on-demand for viewing of our virtual audience and all attendees post event.

**Option 2: Live presentation.** You may have your presenter present live at the event during your scheduled timeslot. However, this will not be recorded/streamed to place your session on-demand you will need to submit a separate recorded version of the talk.

### AV and Location Set-Up:

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Session will be presented or played in the innovation theaters, the innovation theaters are located in the exhibit hall Rhinelander or the Grand Ballroom Foyer. Theaters are all located near break food and beverage. Set-up will include:

- Microphone
- Podium/Table
- Screen/Projector
- Theater Seating

### Theater Session Timing:

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Your timing has been sent to you. All times fall during conference breaks to ensure strong attendance. Your session should fall in these parameters for length:

- Presentation: 12min or less
- Q&A: 3min or less

## KEY DATES AND DEADLINES:

March 17th - Session Form Due to ASNR

April 22nd –Presentation Due To ASNR

### Presenters and Session Staff:

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**Submit Registration Information:** with your booth package you receive 4 complimentary registrations/badges. This should include your speakers and moderators.

**Submit Session Form:** Complete speaker/moderator/session information is to be filled out on this form and returned to Lynn Brown; [lbrown@asnr.org](mailto:lbrown@asnr.org). **Due date: March 17th**

**Submit Presentation:** Presentations must be submitted to ASNR; Lynn Brown; [lbrown@asnr.org](mailto:lbrown@asnr.org). If submitting a large file please email ahead of time for file share link. **Due date: April 22nd.**

### Presenters/Staff: During Event

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- **Session Location:** Riverwalk Level 1
- **Badge Pickup:** 4th Floor Promenade
- **IMPORTANT:** Bring a back-up copy of your presentation on a computer or USB drive.
- **Arrive at the assigned session room 15 minutes prior to the session to connect with staff**

### Guidelines for Submission:

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#### **FORMAT GUIDELINES: Pre-Recorded Presentation**

- You may pre-record your presentation using any screen-capture software. You will then send it to ASNR,. Live Q&A will follow recorded presentations in each session. MP4 video format is required with a file size limit of 35mb. Video should be no longer than 10 minutes in length.

#### **FORMAT GUIDELINES: Live Presentation**

- Preferred format is PowerPoint 2016. Presentations created in Keynote, Prezi, or other presentation software are not compatible.
- Make sure slides are in widescreen format (Design/Slide Size/Widescreen 16:9), with a width of 13.33-inches and a height of 7.5-inches.
- If converting a 4:3 presentation to widescreen 16:9, please do so **before** sending your presentation to ASNR, as each presentation is unique and some images or text boxes may change in the widescreen format.
- Presentation should be no longer than 10 minutes with an additional 2-3 minutes being allotted for Q&A

## Welcoming Environment Policy

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ASNR is committed to a welcoming environment for all participants in its events and users of its resources. All participants are required to conduct themselves in a professional manner at all times. We encourage a culture of bystander allyship and positive mentorship and professional modelling. Any participants who engage in inappropriate behavior at ASNR events or while using ASNR resources may be excluded from current or future events and other discipline may be applied. Complaints about inappropriate behavior may be directed to the ASNR CEO or and member of the ASNR Board of Directors.

- 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.

## Presentation Tips

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Giving presentations is an important part of sharing your work and achieving recognition in the larger scientific communities. 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 its style that is both professional and engaging.

### Organization

- Organize and present content in a logical order.
- Everything presented should support the central points of the paper.
- Verbal and visual components should complement and reinforce one another.

### Visual Aids

- 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.
- 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.

### Style

- 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.

### Diction

- The ASNR Annual Meeting and The Foundation of the ASNR Symposium attract attendees from throughout the world. English will not be the native language for some members of the audience.
- Avoid using slang and colloquialisms.

### Timing

- Practice and edit the presentation until it can be delivered clearly and understandably in the time allotted.

# ASNR22 – Innovation Theater Session – April 30<sup>th</sup> - May 2nd

## SESSION FORM

Form Deadline: March 17th

### Selected Option for Presenting:

#### **Presenter 1 Information:**

First Name\*

Last Name\*

Title\*

Email\*

Phone\*

#### **Presenter 2 Information (if applicable):**

First Name\*

Last Name\*

Title\*

Email\*

Phone\*

**Moderator Information** it is recommended that additional people/staff are on hand as moderators in addition to the presenter to help field questions from the audience.

#### **Moderator 1 Information:**

First Name\*

Last Name\*

Title\*

Email\*

#### **Session Information:**

Session Title\*

Session Description\*