

Educational Exhibits Guidelines

Educational Exhibits are visually oriented informational displays, designed to further the understanding of a neuroradiology subject by featuring new material or by offering an instructional review of a topic. All Educational Exhibits will be displayed as electronic presentations.

The Educational Exhibits Committee encourages the use of innovative visual style. The primary criteria utilized in award judging include clarity of message, uniqueness of educational topic, finding the correct balance between not too long versus too short of an exhibit, and presentation format.

	MEETING KIOSKS & APP REQUIRED FOR DISPLAY AT ASNR26	AWARDS REVIEW OPTIONAL – <i>Must upload to be considered for Educational Exhibit Awards</i>
Presentation Format	Available to attendees on kiosks & conference app with ePosters, excerpts & oral presentation slide summaries	N/A
Slide Format	PDF recommended	PowerPoint or PDF
Slide Limits	40 slides max	40 slides max
Upload Deadline	No deadline	Monday, April 20
How to Upload	Upload to the Bravura Speaker Portal: LINK TO BE PROVIDED	Upload to Oxford Abstracts: https://app.oxfordabstracts.com/stages/77817/submitter
Upload Limitations	2 GB max	100 MB max

Awards

Available Awards

- The Educational Exhibits Subcommittee review Educational Exhibits. Outstanding awards are given based on score: Magna Cum Laude, Summa Cum Laude and Cum Laude.
- There will be additional Certificate of Merit awards for the top presentations within each section (Adult Brain, Head and Neck, Pediatrics, Spine, etc.) and an International Recognition award for the top 10% of abstracts from each country outside the US.
- Award winning exhibits receive an award certificate that is sent to the primary author post-meeting.
- Creative use of multimedia, eye-catching visual appearance, clarity of message, uniqueness of educational topic, finding the correct balance between not too long versus too short of an exhibit, presentation format. and ease of use will be primary criteria in the judging for Educational Exhibit Awards.

Judging

Educational Exhibit Awards Winners will be announced during the conference via meeting signage, email, and social media.

Uploading Presentations

TO BE SHOWN AT THE MEETING, Educational Exhibits must be uploaded to the Bravura Speaker Portal: **LINK TO BE PROVIDED**

NOTE: To protect your content in the meeting's online platform, and to avoid animation/transition distortion on the poster kiosks, we strongly recommend that you upload your poster in PDF format.

TO BE CONSIDERED FOR AWARDS (OPTIONAL), Educational Exhibits must be uploaded to Oxford Abstracts by Monday, April 20: <https://app.oxfordabstracts.com/stages/77817/submitter>

General Guidelines

Your main Educational Exhibit file should be a multi-page presentation. To protect your content in the meeting's online platform, and to avoid animation/transition distortion on the poster kiosks, **we strongly recommend that you upload your poster in PDF format.** Additional supporting files (optional) may also be uploaded to the Speaker Portal for meeting attendees to view (videos, PDFs, articles, etc.), but these additional files will not be considered for awards judging. Only the main presentation file will be considered for awards judging.

Supporting File Formats (Optional)

- If you build your file in Keynote or Prezi, it must be exported to PowerPoint or PDF before uploading.
- Files can be in any format, including video formats but are limited to 100 MB each.
- If you have a large file, you will be able to link to it in the upload system, instead of uploading the file directly.

Video Files

- Any video format is allowed, but MP4 files should be H264 video codec and AAC audio codec.

Rules and Requirements

- Required Format: summary of the planned presentation and list of educational objectives. Consider use of Purpose, Materials/Methods, Results and Conclusion when appropriate.
- Your presentation must list disclosures; if you have nothing to disclose, you must state that you have no disclosure.
- Bibliographic sources may be included on your presentation.
- Logos of commercial interests are prohibited. You may acknowledge commercial interest(s) or institution(s) contributions to your presentation WITHOUT USING LOGOS.
- A commercial interest is any entity producing, marketing, re-selling, or distributing health care goods or services consumed by, or used on, patients. Providers of clinical service directly to patients are NOT commercial interests – unless the provider of clinical service is owned, or controlled, by a commercial interest.
- The following are NOT commercial interests:
 - 501-C Non-profit organizations that do not advocate for commercial interests
 - Government organizations
 - Non-health care related companies
 - Liability insurance providers/Health insurance providers
 - Group medical practices
 - For-profit hospitals/For-profit rehabilitation centers/For-profit nursing homes
 - Blood banks/Diagnostic laboratories

Presentation Tips

Effectiveness

To be most effective, presentations should be:

- Able to be completed by the viewer within five (5) minutes.
- Self-explanatory and user friendly, no audio.
- Visually attractive and not too wordy.
- Ultimately, the quality of the Educational Exhibit will influence award consideration.

Presentation Outline

- State the major objectives of the author's work.
- Describe how the information or findings were obtained.
- If applicable, 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.
- State Conclusions at the end.

Organization

- Organize and present content in a logical order and 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 the key facts.

Content

- The content should flow in a rapidly digestible, visually oriented manner to facilitate the goal of rapid unequivocal understanding and take-away learning points.
- 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.
- Artistry should not impede the educational objectives.

Fonts

- 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 but beware of red/green color-blind issues for some individuals.

ACCME & HIPAA Compliance

- 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 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 product(s) or services discussed in the electronic scientific exhibit. Any such relationships must be disclosed in the exhibit.
- By ASNR policy, the content of all educational presentations given at ASNR meetings must be compliant 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.
- 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.

Welcoming Environment Policy

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 and/or member of the ASNR Board of Directors.

Questions

All questions regarding ASNR, educational content, scheduling, and general meeting should be sent to education@asnr.org.

Uploading Presentations for Awards Review

1. Login to <https://app.oxfordabstracts.com/stages/77817/submitter>. You must use the submitting author's account to login.
2. From the dashboard, under **SUBMISSIONS** for **Educational Exhibits Awards**, select the presentation you want to upload.

The screenshot shows the user interface for ASNR25. At the top, there is a navigation bar with the ASNR25 logo, a 'Help' dropdown, a notification bell, and a user profile for 'ericaekruse'. Below this is a 'Submissions' header with a 'SUBMISSIONS ARE CLOSED' status. The main content area lists three submission categories:

- Scientific Oral Abstract Submission**: Deadline - Monday, 11th November, 2024; Outcome notification - Wednesday, 15th January, 2025.
- Scientific Electronic Poster Submission**: Deadline - Monday, 11th November, 2024; Outcome notification - Wednesday, 15th January, 2025.
- Educational Exhibits Awards**: Deadline - Wednesday, 16th April, 2025; Outcome notification - Saturday, 17th May, 2025.

Below the list, a submission entry is shown for '1292. Untitled submission' with an 'EDIT' button. The submission status is 'SUBMISSION INCOMPLETE'.

3. Upload your file at the bottom of the page. All other abstract information will be shown read-only.

The screenshot shows the 'Presentation Upload*' section. It contains the text 'Upload your file for awards consideration.' and a 'CHOOSE FILE' button. Below the button, it says 'No response to required question'. At the bottom right, there is a 'SUBMIT' button.

4. Click SUBMIT.

Uploading Presentations for Meeting App & Poster Kiosks