Plenary & Focus Session Guidelines

ASNR26 will be an in-person conference. Sessions will be recorded for on-demand viewers.
IMPORTANT: All presentations must be uploaded via the AV Speaker Portal or by visiting the Speaker Ready Room no less than two hours prior to the session start time.

ASNR26 AV Speaker Portal: CLICK HERE

	Presentation Slides
Presentation Format	**IN PERSON** – *SEE SESSION AGENDA FOR PRESENTATION LENGTH*
Slide Format	PowerPoint (required)
Upload Deadline	No less than two hours before session start time
How to Upload	1. Upload via the AV Speaker Portal: https://presenterhub.com *OR* 2. Visit the Speaker Ready Room **no less than two hours prior to the session start time**.
File Size Limit	2 GB max

Uploading Presentation Files

Upload PowerPoint slides via the online ASNR26 AV Speaker Portal (2 GB file size limit). If you need to make changes to an uploaded presentation, update your original version and re-upload the presentation.
IMPORTANT: All presentations must be uploaded via the online Speaker Portal or by visiting the Speaker Ready Room no less than two hours prior to the session start time. This is a requirement from our AV production vendor.

Speaker Ready Room & Meeting Room Set-up

- You are encouraged to check in at the Speaker Ready Room before your presentation! At this time, you are able to view and edit your presentation. Please verify that all fonts appear as expected and that all sound and video clips, etc. are working properly.
- If needed, you can upload a new version of your PowerPoint on-site in the Speaker Ready Room. We encourage you to bring your own memory stick (USB flash drive) with the updated file or to use to pull it off your laptop.
- Presenter View is available. Please speak with the Speaker Ready Room staff and let them know if you would like Presenter View for your presentation. This will allow your view to show the current slide, your upcoming slide, and the notes.
- All meeting rooms will be provided with presentation computers identical to those in the Speaker Ready Room and will be synchronized from a central server located in the Speaker Ready Room.
- Each meeting room will use widescreen projectors connected to the podium laptop at a resolution of 1920 x 1080. The podium laptop computer will be running Windows 10 with Office 2019.
- For best results, all presentations should be in 16:9 (widescreen) format. Presenter View option is available when requested ahead of time.
- When the presentation is to be given, the file will be accessed via the on-screen menu on the podium computer. Once the presentation is launched, the presenter will control the presentation from the podium using the laptop's arrow keys and track pad. Wireless advancers are also typically available.

Presentation Guidelines

Plenary & focus session presentations should serve an educational purpose. They should not promote commercial products. Solicitation of sales is prohibited and unacceptable in a scientific presentation. All presenters are required to abide by the following rules and requirements:

- The second slide of your presentation must list disclosures, if you have nothing to disclose this slide must state that you have no disclosure. A required disclosure slide MUST be included in all oral presentations when finalizing your presentation submission.
- **Logos of commercial interests are prohibited.** You may acknowledge commercial interest(s) or institution(s) contributions to your presentation on the first slide only 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 and 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
- 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.

Presentation Tips

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

Visual Aids
- Colors may be used but be mindful that layering various colors may be invisible to attendees with visual impairment.
- 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.

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 or and member of the ASNR Board of Directors.

After ASNR26

Report any biased discussions, problems, questions or concerns to Erica Kruse, ASNR Director of Education, via email at ekruse@asnr.org.

Questions

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