

ASNR 56TH ANNUAL MEETING & THE FOUNDATION OF THE ASNR SYMPOSIUM 2018



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THE FOUNDATION OF THE ASNR 

**Vancouver Convention Centre East • Vancouver, BC, Canada
June 2-7, 2018**

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Educational Exhibit Poster (EdE) (Printed) Presentation Display Dates: Monday, June 4th – Thursday, June 7th, 2018

This document describes the requirements for those preparing Educational Exhibit Posters for the ASNR 56th 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 Educational Exhibit Posters (Printed).

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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.

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Educational Exhibit Poster FAQ's

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 product(s) or services discussed in the Educational Exhibit Poster. Any such relationships must be disclosed in the exhibit.

Presentations given at the ASNR 56th Annual Meeting should serve an educational purpose. They should not promote commercial products. Solicitation of sales is inappropriate and unacceptable in any education presentation.

Educational Exhibit Poster Awards

Each year the Education Exhibit Committee judges the printed 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 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 Educational Exhibit Poster Awards.

There will be additional Awards for the top presentation within each category (Adult Brain, Head and Neck, Pediatrics, Spine Functional, etc). The top presentation within the category will be receive a certificate for presentation within their category.

Judging will occur prior to the opening of the Educational Exhibit Poster Hall. Exhibits must be in place and ready for viewing. Educational Exhibit Poster not displayed by this time will not be considered for the awards.

Educational Exhibit Poster (Printed)

Description

Educational Exhibit Posters 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.

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

Presenter Requirements

All presenters are required to abide by the following:

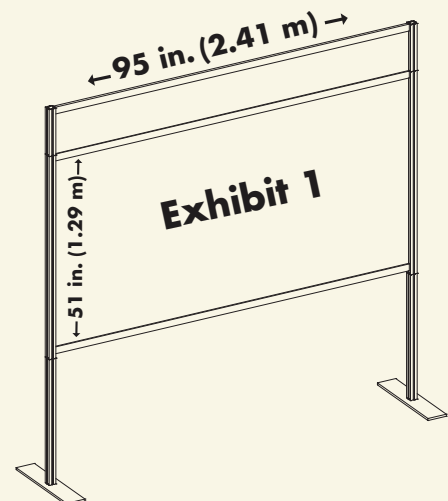
Required Format:

- Purpose, Approach/Methods, Findings/Discussion, Summary/Conclusion.

Educational Exhibit Poster Display Board Dimensions:

- 51 inches (1.29m) high x 95 inches (2.41m) wide

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



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Set Up, Display, and Dismantle Times

Exhibit Set Up Time

Sunday, June 3, 2018 from 9:00am through 9:00pm

Note: All education exhibits must be set up by 9:00pm on Sunday, June 3, 2018. Exception to this policy must be requested in writing to ASNR and approved by the Education Exhibits Chair.

Location

Vancouver Convention Centre East

Hours:

Monday, June 4 - Wednesday, June 6, 6:30am - 9:00pm
Thursday, June 7, 6:30am - 12:00pm

Exhibit Dismantle Time

*Thursday, Thursday, June 7, 2018
from 11:00am to 1:00pm*

Note: All exhibits must remain in place until 1:00pm, Thursday, June 7, 2018. Exceptions to this policy must be requested in writing and approved by the Education Exhibits Chair. Exhibits can be set up/removed by someone other than the author/contributing authors, with written approval to ASNR from the author.

Award Judging

Judging for Educational Exhibit Poster Awards will begin on Sunday, June 3, 2018 at 7:00pm. Educational Exhibit Posters not displayed by this time will not be considered for awards.

Presentation Tips for Educational Exhibit Poster (Printed)

The appearance of an Educational Exhibit Poster reflects on the authors and everyone wants to look their best when presenting an Educational Exhibit Poster for their colleagues' review. Unfortunately, the quality of many Education 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 an Educational Exhibit Poster 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, Approach/Methods, Findings/Discussion, Summary/Conclusion. 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.

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Presentation Tips for Educational Exhibit Poster (Printed) Cont.

Tables & 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 font size is recommended.
- Emphasize key points using a larger font size, bolding, or highlighting in a different color.

Figures & Illustrations

- Place in logical order and in a consistent location to allow easy reference.
- Make illustrations large enough to easily demonstrate the findings from 3 to 4 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 of 20 point font size 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.

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. Top-rated presenters will be awarded an 'Invitation to Submit' to ASNR's peer-reviewed educational journal, Neurographics, and are expected to format and submit their work in manuscript form.

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 Educational Exhibit Poster 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 an Educational Exhibit Poster. 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.

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