

## Scientific Presentation and Excerpta Information

### Scientific Paper Presentations

An oral presentation (6-minute presentation plus 1-minute discussion) summarizes the details of original investigative research.

**Required format:** Purpose, Materials and Methods, Results and Conclusion.

### Excerpta Presentations

An Excerpta presentation (3-minute presentation plus 1-minute discussion) teaches a lesson, states and illustrates a problem in diagnosis or focuses on noteworthy radiologic appearances diseases, disorders or anomalies.

**Required format:** Purpose, Case Report, Imaging Findings, Summary.

### Presentation Guidelines (Rules)

Scientific oral paper presentations will be eligible for awards at the ASNR 57<sup>th</sup> Annual Meeting. The Award selection will be based on merits of scientific value, educational value, originality, aesthetics, and overall composition.

Scientific Paper presentations should serve an educational purpose. They should not promote commercial products. Solicitation of sales is prohibited and inappropriate and unacceptable in a scientific presentation.

### Presenter Requirements

All presenters are required to abide by the following:

- **REMINDER. Your presentation number, title, and authors must be on the first slide of the presentation.**
- **REMINDER. 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 will be included in all oral presentations when finalizing your presentation submission.**
- **No company or institution logos should be included on slides.** You can acknowledge the company(ies) or institution(s) work or contribution to your presentation on the first slide only.
- 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.

### Deadline

Submit a copy of presentation no later than **4:00pm PST on the day prior to the presentation. This can be done either through the online Advance Submission site or by delivering a copy to the Speaker Ready Room in the Hynes Convention Center.**

## Technology Requirements and Support

1. All speakers are required to complete review of final presentation in the Speaker Ready Room no later than one (1) hour prior to scheduled presentation time. **The deadline for changes to presentations is one (1) hour prior to the start of the session in which you are presenting. No changes will be permitted after that time. No exceptions will be made to this policy.**
2. Visit assigned presentation room prior to the session to become familiar with podium, microphone and audiovisual equipment.
3. Check in with the session moderators, audio visual technician and/or room operator between 10 minutes and 15 minutes prior to the start of the session.
4. **Projection Equipment Furnished.** Projection facilities will be available at each session for:
  - LCD (Computer) projection. (No dual screen LCD projection). Note: PowerPoint is the preferred presentation format.
  - Presenters will not be permitted to use their own computers.
  - An audio visual technician will remain in the room throughout the presentation.

## Speaker Ready Room

Presentations are loaded on a server in Room 312 in the Speaker Ready Room and sent from there to the assigned presentation rooms on the day that the presentation is scheduled to be given. If a presentation is not submitted, no visual aids can be provided during the presentation.

## The Speaker Ready Room Times and Location

Room 301 at the Hynes Convention Centre is staffed by expert audio visual technicians and is open from 7:00am to 6:00pm every day of the meeting. Available services include:

- Assistance with conversion of presentations, trouble shooting issues, last minute editing, reviewing and rehearsing.
- Troubleshooting on-site problems with presentations. Presentations containing video files or created on a Macintosh computer are particularly vulnerable to errors when transmitting to a different platform or computer.
- Computers for last minute editing of presentations. (Note: All edits must be completed one (1) hour prior to the start of the session in which you are presenting)
- Computers for reviewing and rehearsing presentations.

## Presentation Preparation

- Presenters and moderators should visit the podium prior to the start of the session to familiarize themselves with the audio visual equipment.
- Presenters will use a mouse-click to advance slides. Presenters must use the mouse instead of a laser pointer to highlight areas on the screen.
- To begin the presentation, press left mouse button.
- Limit slides to no more than two (2) for each minute of the presentation.
- When returning to a previous illustration, a copy of the slide should be used. The computer technician cannot be expected to find the correct slide.
- Changes to your presentation can be made up to one (1) hour before the start of the session in which you are presenting
- The use of profanity, inappropriate jokes, suggestive or offensive language and images is prohibited and unprofessional during scientific and educational presentations. In order to maintain the highest level of professionalism and a comfortable environment for all our members.

## Questions

Questions regarding audio visual facilities should be directed to our Audio Visual contractor (Freeman AudioVisualSolutions) at: [support@sessionupload.com](mailto:support@sessionupload.com)

## Presentation Submission Instructions Advance Submission of Presentations

Presenters will be able to submit their PowerPoint presentation online before the ASNR meeting. Your unique presentation number is required to be the first slide of your presentation. As of Friday, March 23, 2019 you may submit your presentation(s) via web site at: <https://ww3.aievolution.com/asn1901/>

The deadline for advance submission is 5:00pm PST on Friday, May 18, 2019.

PowerPoint presentations will be reviewed for embedded video playback problems. If problems are identified, corrections will be made to ensure optimal video performance. No other modifications will be made.

If the author wishes to make changes to a presentation already submitted, changes should be made to the master copy and the entire presentation should be resubmitted.

Online advance submission is not required. Presenters may also submit their presentation at the Speaker Ready Room, but this must be done no later than 5:00pm PST the day prior to their presentation.

All presentations submitted electronically in advance of the meeting will be kept securely off-line until the meeting. No permanent copy of these presentations will be kept following the meeting.

## Presentation

### Getting Started

- Microsoft PowerPoint is required. Mac versions of PowerPoint files will need to be reviewed in the Speaker Ready Room.
- If your presentation is in Keynote, please remember that your presentation needs to be saved in a PowerPoint format. It is imperative that the presentation be reviewed before presenting.
- Develop your presentation by creating "word slides" in outline format. Be as clear and precise as possible. The audience has only seconds to read and interpret each slide frame.
- Images, movies, drawings, and graphics can be obtained from sources such as digital cameras, scanners, PACS, and the Internet. As a general guideline, images that project well on a 17" monitor will also project well for electronic presentations.
- Consistency is recommended with various components in your presentation (i.e. slide titles, graphic elements, text bullets).
- Animation, if used, should be subtle and not distracting.

### Developing the Presentation

- **Use an existing presentation as a sample.** The ASNR strongly advises using Microsoft PowerPoint as the preferred format. The use of software templates included with that program makes creation of a presentation easy. Searches on the Internet can provide additional template options at no cost.
- **No company or institution logos should be included on any slides.** You can acknowledge the company(ies) or institution(s) work or contribution to your presentation on the first slide.
- 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.
- **Use a dark background and light text** (i.e. Blue background and white text, use yellow text for accent)
- **Use a maximum of six (6) text lines and six (6) words per line on a slide.**

- **Allow a small margin around the edge of the slide** to prevent images and text from being cut off due to different size screens and settings on computers.
- **Avoid green, blue or red text.** Some attendees may be red/green color blind and these colors may be difficult and almost impossible for some to read. Recommended format is yellow or white text on a dark blue background. Shading is appropriate but avoid using glaring contrasts of color.
- **Avoid fonts that are too small or too large.** The use of standard Windows or Macintosh system fonts is preferred.
- **Ensure that your slides do not include any commercial messages or promotions such as company names, brands or logos.**
- **Mix images and text on a single frame or on alternate slides.** When using PowerPoint, images may be added to presentations by importing them as slide backgrounds. The optimal image resolution range should be 1280 by 1024. The format of the image should be jpeg.
- **Avoid using the timed, automatic slide advance feature.**
- Be sure to embed the graphic into the presentation file when adding graphics, tables, images, audio, or any other item different from the presentation format. **DO NOT** link the graphics... linking does not save the graphic(s) within the presentation and will result in missing images in the final presentation.
- **There will be no dual screen LCD projection available.**

### **Saving The Presentation**

Be sure to upload all supporting elements (i.e., graphics, movies, etc.) with the presentation. If the presentation file is over 500mb, please allow extra time for uploading the presentation in the Speaker Ready Room.

**Note:** All ASNR-provided computers will be installed with PowerPoint, HTML browsers, QuickTime and Acrobat Reader. Other presentation software programs will not be available on ASNR-provided computers.

**Important: Bring along a backup copy of the entire presentation. After saving the presentation, it is recommended that you review and test the presentation using the saved copy on a different computer.**

### **Delivery Tips and 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. (See Presentation Outline below.)
- Everything presented should support the central points of the paper.
- Verbal and visual components should complement and reinforce one another.

#### **Presentation Outline**

- Present conclusions first.
- State the major objectives of the author's work.
- Describe how findings were obtained.
- Discuss how the conclusions are supported by the findings/data.
- Minimize discussion of Materials and Methods.
- Restate conclusions at the end.

#### **Diction**

ASNR 57th Annual Meeting and The Foundation of the ASNR Symposium 2019 attracts attendees from throughout the world. English will not be the native language for some members of the audience.

- Practice giving the presentation slowly and clearly.

- Avoid using slang and colloquialisms.

### **Special Note for Non-Native English Speakers**

*Using index cards as prompts is strongly encouraged. Cards should be prepared so that they can be read in low light.*

### **Timing**

- Prepare a presentation that is 30-60 seconds less than the allotted time. This provides a cushion for the unexpected.
- Practice and edit the presentation until it can be delivered clearly and understandably in the time allotted.

*The moderator will terminate the presentation if the allotted time is exceeded.*

### **Style**

- Direct the presentation to the audience.
- Do not hide behind the computer.
- 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.

### **Visual Aids**

Make sure your slide is readable and concise - the audience has only a few seconds to view and comprehend the information on a slide. Following these key points will result in a more audience-friendly visual presentation:

- 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.

### **Using a Microphone**

Many presenters are not accustomed to speaking in a large lecture hall or using a microphone. The sound is very different from that experienced when presenting in a small room such as a classroom. Here are some key points to remember.

- The presenter's voice level is correct when it can be heard as an echo in the lecture hall.
- Speak in a normal voice and do not handle the microphone.
- A lectern microphone will be provided.
- Arrive 10-15 minutes before the session begins to allow time to become familiar with the microphones, podium, and audio visual equipment.