Educational Exhibit (EdE) Poster (Printed) Guidelines

Educational Exhibit (EdE) Posters should be state-of-the-art visual presentations/educational displays 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.

IMPORTANT: Required Advance Submission

- IMPORTANT: All EdE poster presenters are required to submit a PDF version of their poster prior to the event. EdE Poster PDFs must be submitted by Wednesday, April 1, 2020 to ASNR. Presentations not uploaded by this date will not be considered for an award.
- Poster size requirements
  - Your PDF advance submission of your poster should be a single slide in portrait format (15” wide x 21.3” height).
  - Your final printed poster should be no larger than 48” x 48”.
- On March 1, 2020, a unique link will be emailed to you to upload your advance submission PDF through our Electronic Exhibit/Poster website.
- IMPORTANT: YOU MUST ALSO BRING A PRINTED POSTER TO THE MEETING.

Printed Poster General Guidelines

All presenters are required to abide by the following rules and requirements:

- **Required Format:** Purpose, Approach/Methods, Findings/Discussion, Summary/Conclusion.
- **Poster Dimensions:** 48 inches (1.22m) high x 48 inches (1.22m) wide
- Presenters are required to adhere to these limits. No exceptions can be made. It is suggested that the final size be slightly smaller than the board dimensions to avoid the possibility of being too large for the allocated space. Each board will display two posters.
- Disclosure information is required to be included on your poster.
- **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 and Non-health care related companies
- Liability insurance providers/Health insurance providers
- Group medical practices or Blood banks/Diagnostic laboratories
- For-profit hospitals/For-profit rehabilitation centers/For-profit nursing homes

### Set-Up/Display/Dismantle Hours

<table>
<thead>
<tr>
<th>Date</th>
<th>Set-up Hours</th>
<th>Display Open Hours</th>
<th>Dismantle Hours</th>
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</thead>
<tbody>
<tr>
<td>Saturday, May 30</td>
<td>12:00 – 5:00 pm</td>
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<tr>
<td>Sunday, May 31</td>
<td>8:00 am – 3:00 pm</td>
<td>3:00 – 7:00 pm</td>
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<tr>
<td>Monday, June 1</td>
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<td>7:00 am – 7:00 pm</td>
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<tr>
<td>Tuesday, June 2</td>
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<td>7:00 am – 7:00 pm</td>
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<td>Wednesday, June 3</td>
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<td>7:00 am – 7:00 pm</td>
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<tr>
<td>Thursday, June 4</td>
<td></td>
<td>7:00 am – 12:00 pm</td>
<td>11:00 am – 1:00 pm</td>
</tr>
</tbody>
</table>

All educational exhibit posters must be set up for award consideration by 3:00 pm on Sunday, May 31, 2020. All educational exhibit posters must remain in place until 11:00 am on Thursday, June 4, 2020. Exceptions to this policy must be requested in writing.

### Awards

**Available Awards**

- The Educational Exhibits Subcommittee reviews Educational Exhibit Posters (printed) and Electronic Educational Exhibits (eEdE). 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.).
- Award winning exhibits receive a ribbon and an award certificate that are displayed at the meeting and shipped to the primary author post-meeting.
- Creative use of multimedia, eye-catching visual appearance, and ease of use will be primary criteria in the judging for Educational Exhibit Awards.

**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.

**Judging**

Educational Exhibit Awards will be finalized on Sunday, May 31, 2020 at 3:00 pm. Educational Exhibit Posters not displayed by this time will not be considered for awards.

### 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 Educational Exhibits Subcommittee, 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.

### Poster Design & Development Tips

The appearance of an Educational Exhibit Poster reflects on the authors and everyone wants to look their best when presenting a poster for review by their colleagues. Unfortunately, the quality of many scientific posters 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 a scientific poster that is both professional and eye-catching. Ultimately, the quality of the Educational Exhibit Poster (printed) will influence award consideration.

#### Organization
- Organize and present content in a logical order. (See presentation outline below.)
- Everything presented should support the central points of the poster.
- Text and visual components should complement and reinforce one another.
- Be concise and to the point highlighting key facts.

#### Presentation Outline
- State the major objectives of the author’s work.
- Describe how findings were obtained.
- 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.

#### Content
- The content should flow in a rapidly digestible, visually oriented manner to facilitate the goal of rapid unequivocal understanding.
- A discussion section may be added if it provides further educational benefit.
- Clearly state the Purpose and 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.

#### Visual Presentation
- At least 50% of the surface area of the poster should be made up of illustrations, tables or graphs.
- 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 a scientific poster. These should be offered on-site.

Fonts
• Recommended fonts are Times New Roman, Arial, Verdana, and Tahoma.
• Use consistent font type throughout the poster. It is more visually appealing when the same font type is used for the entire poster.
• 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 is recommended.

Figures, Illustrations, Tables & Graphs
• Place in logical order and in a consistent location to allow easy reference.
• Make illustrations large enough to easily demonstrate the findings from three to four 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 font size of 20 point is recommended.
• Leave landmarks that enable orientation, or place directional letters (anterior, inferior, etc.) on the image. Do not over-crop.
• Clearly label key features with arrows, letters, or numbers in a logical, consistent manner.
• Label key findings and pathologic diagnosis in a bold font or highlighted so the viewer can understand the figure at a glance.
• Highlight key data points, columns, or rows with different colors.

Legends
• Include interpretative legends separate from the body of the poster 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.

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

All other questions regarding ASNR, educational content, scheduling, assignments and general meeting should be sent to Erica Kruse, ASNR Director of Education, at ekruse@asnr.org.