Focus Session Presentation Guidelines

As ASNR20 goes virtual, all focus session presentations will be pre-recorded and broadcast at specific times through the virtual conference platform.

Presentation Upload Deadline: Wednesday, May 20, 2020

Recording and Uploading Presentations

The virtual event will consist of prerecorded sessions, which will be broadcast at specific times during the scheduled dates. Sessions will be available on-demand immediately after their broadcast times.

To present during the virtual meeting, you will pre-record your presentation using any screen-capture software. You will then upload it to ASNR, and it will be combined with other presentations from your session.

- **Before the Virtual Event**
  - Use any screen capture software to record your presentations (Zoom, PowerPoint, Camtastia, ScreenCastify).
  - When recording your presentation, please try to follow the suggested length in your session agenda. Unlike the live event, you do have some flexibility in the length of your presentation, but we’d like to follow the agenda as closely as possible.
  - Help guides for recording your presentation are available here:
    - Recording using Zoom
    - Recording using PowerPoint
    - Recording using Screencastomatic
  - **Upload your presentation to our website by May 20.** This document will be updated with the upload link will be provided by 4/1/2020.

- **During the Virtual Event**
  - Log-on to the virtual conference (confirmation emails will be sent soon) and visit sessions and exhibits.
  - Participate in the session chat during your assigned broadcast time to discuss and answer questions from attendees in real time!

Thank you for your patience, flexibility and participation as we transition to this exciting new format!

Presentation Guidelines

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:

- **Your presentation title and author(s) must be on the first slide of the presentation.**
- **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
- 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.

SA-CME/SAM Sessions

An easier process for SAM questions will be used at the 2020 Annual Meeting. Questions will not be asked during live session presentations. Presenters will not have to worry about integrating audience response functionality in their presentations, and session time can be used for presentations and discussion/Q&A.

SAM questions will be accessed by attendees through ASNR’s Education Connection website when claiming CME credit for the meeting. The same questions will be used to designate presentations for SA-CME credit when the session recording is posted online as an enduring material.

If your session is designated for SA-CME credit, you will receive a request for the following information:

1. Abstract or statement of educational objectives
2. Questions
   a. Required: 5 questions for 60-minute sessions; 10 questions for 90-minute sessions.
   b. There is no minimum number of distractors with the key. True/False are acceptable. Types of questions can also include the following: All of the above, Which of the following, All of the following are true EXCEPT. Do NOT use “Which of the following are incorrect” questions; these questions reinforce incorrect information with learners.
3. References and Feedback
   a. References: One or more specific references must be associated with each question, which will be given to participants to guide their directed reading as part of their personalized feedback. References will preferably be in standard citation format, assuring that all necessary information is present for participants to locate the specific information relative to the items.
   b. Feedback: Explanatory rationales (which may be brief) will be supplied to inform participants as to why each answer option is correct or incorrect. Educational links back to key portions of the content materials may be supplied in addition to references.
4. To guarantee that questions are in a proper format and all required information has been secured, questions and supporting materials must be submitted by Monday, May 4.

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.

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.

Visual Aids
• 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.

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

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