Oral Presentation Guidelines

Types of Oral Presentations

Scientific Paper Presentations: An oral presentation (6-minute presentation if placed in parallel session OR 5-minute presentation if placed in focus session) summarizes the details of original investigative research. 
Required format: Purpose, Materials and Methods, Results and Conclusion.

Excerpta Presentations: An excerpta presentation (6-minute presentation if placed in parallel session OR 5-minute presentation if placed in focus session) 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

Scientific Paper 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 number, title, and authors 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.
  o You may acknowledge commercial interest(s) or institution(s) contributions to your presentation on the first slide only WITHOUT USING LOGOS.
  o 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.
  o 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.
Advance Submission of Presentations

Presenters may submit their PowerPoint presentation online before the conference. Your presentation number is required to be the first slide of your presentation. Beginning on March 1, 2020, submit presentations online at: www.aievolution.com/asn2001.

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 reuploaded.

The deadline for advance submission is Friday, May 29, 2020 at 5:00 pm PST. After this time, please visit the Speaker Ready Room in the Caesars Palace Convention Center (Room TBD).

Submission Deadline

Online advance submission is not required. Presenters may visit the Speaker Ready Room to upload oral presentations no less than three hours before a session begins. A final review for advance submissions is required no less than one hour before the session begins.

Speaker Ready Room

Presentations are loaded in the Speaker Ready Room and sent to the assigned presentation rooms electronically. If a presentation is not submitted, no visual aids can be provided during the presentation.

The Speaker Ready Room 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, troubleshooting 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.

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 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.
• 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.
• In order to maintain the highest level of professionalism and a comfortable environment for all our members, the use of profanity, inappropriate jokes, suggestive or offensive language and images is prohibited and unprofessional during scientific and educational presentations.

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. Presenter will advance their own slides with podium laptop/mouse and will be able to point out details with the mouse (not a laser pointer). The presentation will auto-launch through the AV system, and no PowerPoint speaker notes will be viewable during the presentation.
5. Projection equipment will be provided in each session room as follows:
   - LCD (Computer) projection. (No dual screen LCD projection). Note: PowerPoint is the required presentation format.
   - Presenters will not be permitted to use their own computers.

Creating Your Presentation

Getting Started

• Microsoft PowerPoint is required. Mac versions of PowerPoint files will need to be reviewed in the Speaker Ready Room.
• 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.
• 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 requires Microsoft PowerPoint as the presentation 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.
- 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.

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

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.
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.
• 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.

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
• 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.

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.
• 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.

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.