

Abdominal Radiology Course 2012
Guidelines for Submission of Accepted Electronic Posters
SUBMISSION DEADLINE: MONDAY, FEBRUARY 27TH

Poster Viewing

- All scientific posters must be presented electronically this year and will be posted on the meeting website.
- Posters will be viewed by meeting attendees using either personal laptop computers or one of the computers supplied on-site at the meeting at one of the Poster Viewing Workstations.

Poster Format Requirements

- Slide limit: 30 slides
- File size: 75 MB
- NO animation, audio or video is allowed
- Posters must be submitted in **PDF format** for online posting. If you need assistance with PDF conversion, please contact the ARC Meeting Management Office at arc@meetingmanagers.com.
- All posters will be included in the online course syllabus to be viewed online by all meeting attendees at their leisure.

Poster Submission

- All final electronic posters must be uploaded to the ARC online submission site by February 27.
- A link to this site in addition to upload instructions will be sent to all presenting authors along with their letter of abstract acceptance.
- All posters must be submitted in PDF format. For assistance, please contact arc@meetingmanagers.com.
- Final posters must be titled with the final ID provided in your acceptance letter and the first initial and last name of the presenting author.
 - Example: 101.J.Smith.pdf

Presentation Style

- Organize material in logical order, with all images and text supporting the central premise of the poster in a concise manner. Text and images should complement and reinforce one another. Presentations should be user-friendly, visually attractive, and fast-paced (the learner should be able to view the entire poster in 15 minutes or less).

Content Requirements

- The following information must be included at the beginning of the electronic poster:
 - Title, authors and institution
 - Disclosure statement
 - Goals and objectives of the poster as well as the target audience
- The last slide should contain references and author correspondence information.
- Each slide should be proofread for factual, grammatical, and spelling errors. Posters including errors may not qualify for an award.

Tips for Electronic Poster Preparation

Color Scheme

- Light colored text on a dark background works best.
- Avoid using red and green.
- Please do not use colors that could be distracting. We recommend standard background colors, such as black, blue, white, etc.

Appropriate Fonts

- Be consistent in the use of fonts when using larger fonts or different colors to emphasize key points.
- Recommended fonts include Arial, Verdana, and Tahoma. Times Roman and Symbol may also be used.

General Points for Consideration

- Please remember that the presentation is retained as a permanent record and therefore all errors and poorly reproduced or incorrectly illustrated images remain visible in the system. We recommend that you identify and prepare images well in advance of the deadline, so that this aspect of your presentation, which is most likely to cause delays, does not cause you problems.
- The aim of an electronic poster presentation is to convey to the viewer the essence of your topic in a relatively compact format. Please clearly state all elements and illustrate them with relevant images only when appropriate.
- In general, the information presented must be up-to-date, even if the topic or images refer to some older or historic procedures. The recent literature must be cited to support the presented material; however, exhaustive reference lists should be avoided.
- Remember, the final poster is not expected to display solely a typed manuscript, and most attendees are unlikely to spend much time on a poster that does not have a sufficient number of images to support the text. Therefore, text should be well structured (use bullets for clarity), presenting only enough data to support your conclusions.
- Remember the importance of linking the correct image to the text at the appropriate place - a clearly presented image is often worth a thousand words and the wrong text-image link destroys the validity of the poster.
- Composition should be logical, well organized, self-explanatory and as brief as possible.
- Consider asking an independent colleague (if possible one not involved in the poster) to give an unbiased opinion on the following: The clarity of the presentation, whether it makes the point or not and the relevance and clarity of the images. Edit redundant text and images as needed.

Avoid the Promotion of Commercial Entities and State that the Indication is "Off-license" if Necessary

- Your presentation must be non-promotional and non-commercial in nature. Any commercial relationship that the authors have, must be disclosed in the submission system where requested.
- It is essential to state that the data presented is "off-label" if the presentation refers to an indication that is not covered by the licensing authorities.
- This disclosure information must also be included at the beginning of your presentation.

Policy Regarding Usage of Images

- ARC policy requires that all images and other material used in posters must be the property of the poster authors. If you wish to reproduce images or other material obtained from another author's work from any source, including the Internet, permission must be obtained from the author and appropriate credit must be given.

Confidentiality

- In all instances, patient confidentiality must be protected. No names, hospital ID numbers or any other information that allows the patient to be identified should appear in illustrations.

References

1. Dreyer KJ. **Using Microsoft PowerPoint for Electronic Presentations.** *RadioGraphics* 2001; 21:1318-1321
2. Caruso RD, Postel GC. **Image Editing with Adobe Photoshop 6.0.** *RadioGraphics* 2002; 22:933 - 1022
3. Taylor GA. **Initial Steps in Image Preparation.** *AJR* 2002;179:1411 -1413
4. Lababede. **Digital Image Editing Using PowerPoint Part 1, Introduction to the Image Manipulation Commands.** *AJR* 2004;183:847-851
5. Lababede O. **Digital Image Editing Using PowerPoint: Part 2, Practical Applications of the Image-Manipulation Commands.** *AJR* 2004;183:853-858
6. Yam CS. **Removing Hidden Patient Data from Digital Images in PowerPoint.** *AJR* 2005;185:1659-1662
7. Khanna PC, Thapa MM, de Regt D, and Weinberger E. **PACStacker: An Enhancement of the Scientific and Educational Capabilities of PowerPoint.** *AJR* 2009;192:W71-W74

**Abdominal Radiology Course 2012
Electronic Poster Checklist
SUBMISSION DEADLINE: MONDAY, FEBRUARY 27TH**

- Submit your final electronic poster as a PDF file.
- Proofread and spell check text and correct all errors. **Revisions cannot be made after the February 27th deadline.**
- Ensure that a disclosure slide is included as well as a slide that provides author contact information.
- Ensure that the target audience as well as the goals and objectives are clearly stated at the beginning of the poster.
- Be sure that your presentation meets all HIPAA requirements.
- Be sure you have permission to use all images.
- The total number of slides must NOT exceed 30. Any excess slides will not be uploaded.
- The poster presentation file size must be no greater than 75 MB in order to allow the typical user to complete the presentation within 15 minutes.
- Be sure the PDF file name only includes the Final ID (presentation number) and presenting author's first initial and last name. (Example: 101.J.Smith.pdf)
- Create and upload your presentation file (in PDF format) to the online submission site by February 27.