

American Society of Emergency Radiology 2023 Annual Meeting
October 18 – 23, 2023
Hilton San Diego Bayfront
San Diego, California

Guidelines for Submission of Accepted Scientific and Educational Digital Exhibits
ABSTRACT SUBMISSION DEADLINE: TUESDAY, MAY 16, 2023, 5PM EST
COMPLETED DIGITAL EXHIBIT SUBMISSION DEADLINE: MONDAY, AUGUST 14, 2023, 12PM NOON EST

Digital Exhibit Viewing

- All digital exhibits will be posted on the online meeting app.
- All digital exhibits can be viewed via kiosks available at the meeting or personal devices.

Format Requirements for Educational Digital Exhibits and Scientific Digital Exhibits

- Slide limit: 7 slides
- Please note that the maximum number of slides allowed for the digital exhibits (7) has changed from previous years. This change was made to encourage title/authors/disclosures/objectives on the first slide, with the remaining slides devoted to content.
- File size: 20 MB
- NO animation, imbedded audio or video is allowed. You may, however, include a link within your presentation to a video or file that is hosted elsewhere (ex. your institution/YouTube, etc.)
- Electronic exhibits must be submitted in **PDF format**. If you need assistance, please contact the ASER Meeting Abstract Staff at selery@veritasamc.com.
- All digital exhibits will be included in the meeting app to be viewed online by all meeting attendees at their leisure.
- To ensure that radiology images do not contain patient identifiers, please ensure all protected health information or PHI is removed before submitting your presentation, ensuring images cannot be “uncropped” to reveal PHI. Refer to the ACR for more information on this issue and best practices: <https://www.acr.org/Practice-Management-Quality-Informatics/Informatics/PHI>

Educational Digital Exhibits and Scientific Digital Exhibits Submission

- Please note that these instructions do not apply to scientific abstracts accepted for *oral presentation*.
- Final digital exhibits must be uploaded to the online submission site by Monday, **August 14, 2023**.
- Upload instructions will be included in letters of abstract acceptance.
- All exhibits must be submitted in PDF format. For assistance, please contact selery@veritasamc.com.
- Final digital exhibits must be titled with the abstract ID provided in your acceptance letter and the last name of the presenting author.
 - Example: 101_Smith.pdf

Slide Setup Instructions

The presentation screen will be widescreen 16:9 ratio. Please create your presentations accordingly.

Minimum Font Sizes Suggested:

- Arial 20 or Greater: General poster text
- Arial 18 or Greater: Figure captions
- Arial 16 or Greater: References, Footnotes

Color Scheme

- Contrast between text and background is encouraged: Light colored text on a dark background or dark text on a light background.
- Avoid using red and green where possible to accommodate individuals with color-blindness

Presentation Style

- Organize material in logical order, with all images and text supporting the central premise of the electronic exhibit in a concise manner. Text and images should complement and reinforce one another. Electronic exhibit presentations should be user-friendly, visually attractive, and fast-paced.

Content Requirements

- The following information must be included at the beginning of the electronic exhibit:
 - Title, authors and institution
 - Disclosure statement
 - Goals and objectives of the exhibit as well as the target audience
- References may be placed at the bottom of each slide or on the last slide. Consider including author correspondence information such as email on the bottom of the last slide.
- Each slide should be proofread for factual, grammatical, and spelling errors.

General Points for Consideration

- Please remember that the digital exhibit 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 digital exhibit, which is most likely to cause delays, does not cause you problems.
- The aim of a digital exhibit 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 digital exhibit is not expected to display solely a typed manuscript, and most attendees are unlikely to spend much time on a digital exhibit 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 electronic exhibit.
- 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 digital exhibit) 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 digital exhibit 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 digital exhibit refers to an indication that is not covered by the licensing authorities.
- This disclosure information must also be included at the beginning of your digital exhibit.

Policy Regarding Usage of Images

- ASER policy requires that all images and other material used in digital exhibits must be the property of the digital exhibits 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

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**Guidelines for Submission of Accepted Digital Exhibits
SUBMISSION DEADLINE: MONDAY, AUGUST 14, 2023, 12PM NOON EST**

- Submit your final electronic exhibit as a PDF file.
- Proofread and spell check text and correct all errors. **Revisions cannot be made after the August 14, 2023, deadline.**
- Ensure that the first slide includes title and authors, as well as disclosures.
- Ensure that the target audience as well as the goals and objectives are clearly stated at the beginning of the digital exhibit.
- Be sure that your presentation does not contain any protected health information.
- Be sure you have permission to use all images.
- The total number of slides must NOT exceed 7.
- The digital exhibit presentation file size must be no greater than 20 MB.
- Be sure the PDF file name only includes the ABSTRACT ID (presentation number) and presenting author's last name. (Example: 101_Smith.pdf)
- Create and upload your digital exhibit presentation file (in PDF format) to the online submission site by **August 14, 2023, 12 PM EST.**