Learning Center Hours
The Learning Center will be open according to the following schedule:

Sunday	9:00 am – 6:00 pm
Monday – Wednesday	7:30am – 6:00pm
Thursday	7:30 am - 4:30 pm

Installation of Presentations
Set-up of presentations may begin on Saturday, November 26 according to the following schedule:

Saturday	12:00 pm - 4:30 pm

The Learning Center will open at 7:00 am on Sunday, November 27 for installation. All presentations must be complete and ready for viewing by 9:00 am on Sunday. **For Education Exhibits, backboards <u>must</u> be hung up by 9:00 am to be eligible for an award**. Presenters may seek assistance at the Information Desk in the Connection Center or at the Learning Center Office in the Learning Center, Hall D to verify your location and space number. RSNA will furnish viewing surfaces for presentations. If you need to register onsite, the South Building registration is open Saturday from 8:00 am - 4:30 pm. **Please note, you must have a badge to enter the Learning Center.**

RSNA cannot assume any liability for media, equipment, or peripherals supplied by presenters. Presenters should make proper arrangements to insure and safeguard any additional materials displayed in their exhibit space throughout the annual meeting week.

Contractor Services
RSNA has an official service contractor who can provide services to presenters. Presenters are allowed to carry in all hand-held items. Presenters are solely responsible for printing their posters, as RSNA will not offer a poster printing service for the 2022 meeting.

Storage of Portfolios, and Cartons
The official drayage contractor will handle and provide storage space for crates, portfolios, and cartons during the meeting. The contractor will return materials properly marked with "Empty" stickers, provided by the Freeman Companies, at the completion of the meeting. Fire prevention regulations require that wrapping material such as paper, excelsior, etc., be completely enclosed within the packing boxes.

Dismantling of Hardcopy Presentations

Dismantling of presentations should not begin before Thursday, December 1 at 4:00 pm. Early dismantling greatly diminishes the educational opportunities for those who attend the meeting on the last day. Lack of compliance with the dismantling times will be noted and may jeopardize acceptance of applications in the future.

Each presenter must arrange for removing the presentation from McCormick Place. Service will be available through the drayage/decorator contractor for dismantling and shipping materials at the close of the meeting. It is necessary to complete bills of lading and other required forms.

Design/Construction/Requirements

RSNA will provide each presentation a sign showing the title, space number, and presenter's name. Extra title signs, other than contained within the body of the presentation, are prohibited for all formats.

RSNA will furnish viewing surfaces. Staff will be available to assist in mounting backboard panel presentation and miscellaneous supplies will be provided.

Backboard viewing panels are two sizes. The units are 4 feet (1.25 meters) high by 2 or 4 meters wide. A maximum of 4 meters were available for request for a single presentation. (See figure A and B below).

2 meter panel display area = 47 1/4" h x 76 15/16" w
4 meter panel display area = 47 1/4" h x 152 ½" w

All items in a backboard panel, including text and captions, must be in opaque form (photographs, charts, text, etc.).

Backboard panel units will not include lighting. Facility lighting from overhead will be used.

Use a good quality adhesive to bond images and text to mounted backing materials. Spray adhesive is not recommended. Prepare the elements of your presentation in advance to fit onto the size module you selected. Onsite, RSNA will provide the supplies needed to mount your material to the panels.

Special Note on Use of Commercial Materials

RSNA is committed to minimizing commercial bias in poster presentations and handouts. Presentations should not contain any of the following: commercial logos, company names, brand or proprietary drug names. Only cooperative group, hospital, and non-profit company logos are permitted.

Intellectual Property Notice
Your decision to include borrowed materials (text, images, graphs, charts, etc.) in your presentation may fall within 'fair use' for educational purposes. However, such materials should never be presented as if they are your own. You must assure that sources of borrowed material are clearly labeled in your presentation, including full citations for any copyrighted material. It is also best practice to inform and/or seek the permission of the original creator of non-copyrighted content before using it in your lecture.

HIPAA
Remember to remove all patient-identifying information from your presentation. If your presentation contains images or information about patients or other individuals, you are responsible for obtaining appropriate patient consent (including HIPAA authorization, if applicable) to include the material in your presentation.

Quick Response (QR) Codes
RSNA supports the educational use of QR codes. QR codes must link to educational content relevant to the study material on which the code is placed. QR codes cannot link to websites with advertisements or for-profit company branding or logos. This includes for-profit company names in the URL.

RSNA 2022 Hardcopy Poster Templates
The use of the following templates are not mandatory. To view the templates, hover over the template links, hit CTRL and click to follow the link. If you prefer to use your own design, please be sure to format your poster so that it meets the maximum size guidelines.
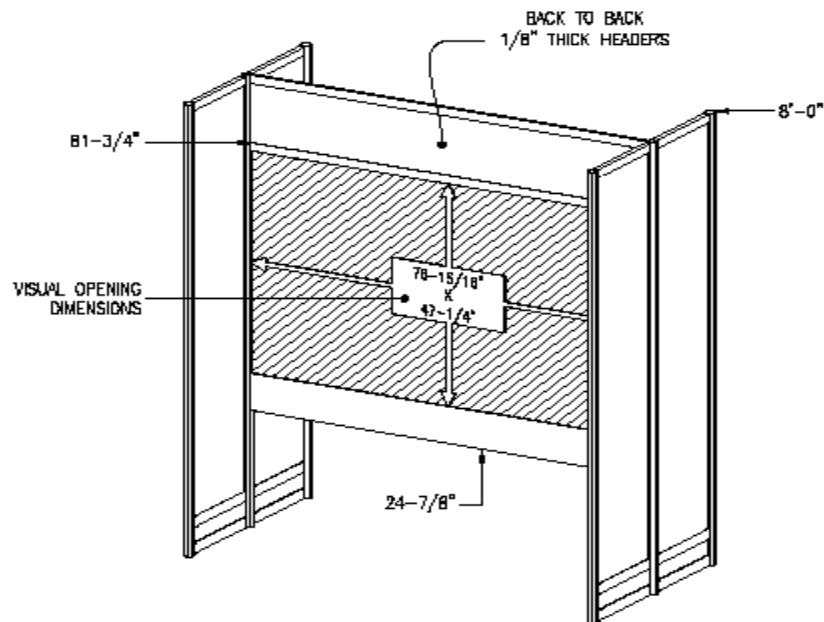
1) RSNA Template 1_Visual Abstract
2) RSNA Template 2

3) The template **#betterposter** (*CTRL and click to follow link*), is a campaign circulating at many scientific meetings. The template helps create an easy-to-scan, and learner-centric poster that minimizes an overload of text and highlights the main findings of a study. More information about the design of the template is available in this **YouTube video** (*CTRL and click to follow link*).

Figure A

RSNA 2 METER BACKBOARD PANEL UNIT

Useable display area measurements
In inches: 76 –15/16 inches wide by 47-1/4 inches high.
In meters: 1.95 meters wide by 1.2 meters high
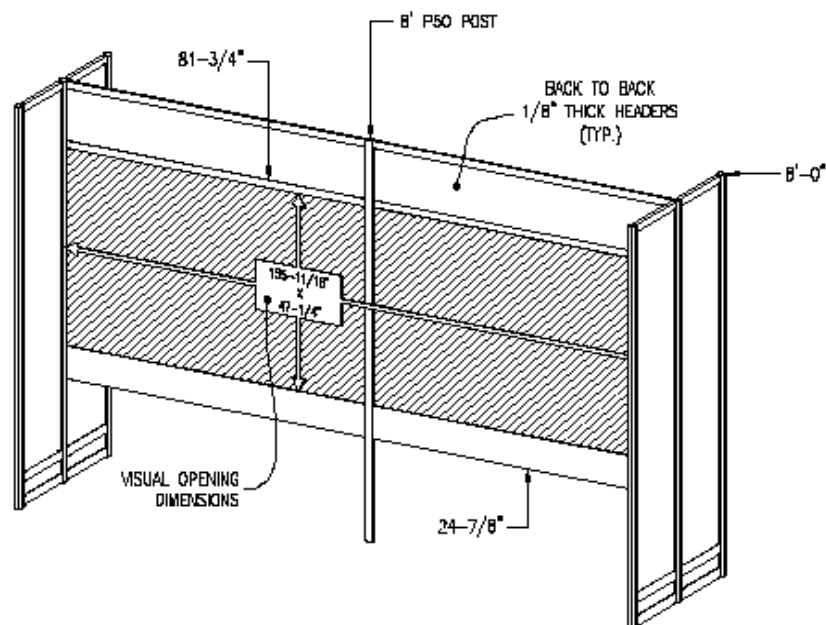
RSNA 4 METER BACKBOARD PANEL UNIT

Figure B

ISOMETRIC VIEW
Not To Scale

8' P50 POST

81-3/4"

BACK TO BACK
1/8" THICK HEADERS
(TYP.)

8'-0"

155-11/16"
X
47-1/4"

VISUAL OPENING
DIMENSIONS

24-7/8"

Useable display area measurements:
In inches: 155-11/16 inches wide by 47-1/4 inches high.
In meters: 3.95 meters wide by 1.2 meters high