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 Hardcopy Presentations

Set-up of presentations may begin on Saturday, November 25 according to the following schedule:

Saturday	12:00 pm - 4:30 pm

The Learning Center will open at 7:30 am on Sunday, November 26 for installation. All presentations must be complete and ready for viewing by 9:00 am on Sunday. Presenters may seek assistance at the Information Desk or the Learning Center Office in the Learning Center, Hall D to verify your location and space number. RSNA will furnish viewing surfaces for presentations. To pick-up your badge on Saturday, the South Building registration is open from 8:00 am - 4:30 pm. The South and Lakeside registration is on Sunday beginning at 7:00 am. **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 can print their hardcopy backboard on their own and carry it onsite or have it shipped directly to McCormick Place (see Labor and Shipping Hall D form available on the Faculty and Presenters Resource Page). Presenters may also choose to upload their hardcopy version for print (at their own cost) using a new feature through the digital presentation system. Click the following link to access Digital Acumen's APPRISOR digital presentation system to begin the process: https://submit.scientificposters.com/rsna. Once logged in, click on the "Printing" tab along the top of your screen to proceed with your order. Print copies will be shipped to McCormick Place and can be picked up at the Digital Acumen's service desk the day of setup.

Storage of Poster Tubes

There will be two poster bin storage locations available outside of Digital Acumen's service desk for your convenience, to store empty poster tubes during the meeting week.

Dismantling of Hardcopy Presentations

Dismantling of presentations should not begin before Thursday, November 30 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. **If your hardcopy presentation is not picked up by 5:30 pm on Thursday, November 30, it will be discarded.**

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 a poster board as the viewing surface. The usable space on the poster board is 46" high by 75" wide. See figure A on page 4 for reference.

RSNA will provide push pins and Velcro strips at designated stations located within the Learning Center to mount your hardcopy presentation.

All items on a poster board, including text and captions, must be in opaque form (photographs, charts, text, etc.).

Poster boards will not include lighting. Facility lighting from overhead will be used.

Special Note on Use of Commercial Materials
RSNA is committed to minimizing commercial bias in hardcopy presentations and handouts. Presentations should not contain any of the following: commercial logos, company names, brand or proprietary drug names. Only cooperative groups, 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 ensure 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
New this year for hardcopy presentations, is a 4.25-by-11-inch card containing your poster's QR Code that will be placed on the left side (mid-level) of the board. Please do not cover this card. The QR Code allows attendees to view the required digital presentation that the presenting author has uploaded.

RSNA 2023 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*).

POSTER BOARD - FIGURE A

HEADER

USABLE POSTER AREA =
75" WIDE x 46"HIGH