RSNA Hardcopy Presentation – Guideline

General Information:

- Hardcopy Presentations will be showcased in addition to Digital Presentations in the Learning Center. **Note: If you were selected to showcase your work in a second format, your hardcopy presentation is for viewing only, no oral presentation is assigned to hardcopy presentations for Science Posters and Education Exhibits.**

- A service to print a hardcopy version of your abstract (for those identified to showcase their work in a second format) is available through the RSNA's Digital Presentations partner, Digital Acumen, within their presentation submission site.

- If you were selected to showcase your abstract in the Learning Center in a second format, a print service is available through the same submission site as uploading your digital presentation. The printing page will include print templates, pricing, sizes, fees and deadline information. Prints are ordered online (through the same site as digital presentations) but is a **separate upload from your digital presentation.** All ordered prints are delivered onsite to the Presentation Support Desk in the Learning Center for convenient pickup. It is a separate service and use of the print service is not mandatory (you can use another service). Further information, including pricing, will be provided on the submission site.

- Presenting authors will receive an email with further instructions and log in credentials from APPRISOR via upload@scientificposters.com in early September. Please add this email to your contacts list to ensure receipt. If you do not see the email in your inbox by September 30, please check your junk or spam folder. If you still cannot locate the email, please contact upload@scientificposters.com. **Please note, the email cannot be sent to multiple recipients.** If you are assisting a presenting author with their digital poster, they must forward the email to you.

- RSNA poster boards, including the frame legs, measure 84 inches high by 77 3/16 inches wide (213.36 centimeters high by 197.64 centimeters wide). **The actual poster space on the board is ½ in thick gray fabric foam measuring 48 inches high by 77 3/16 inches wide** (121.92 centimeters high by 196.06 centimeters wide).

- **New this year for hardcopy format:** A 4.25-by-11-inch card containing your poster's QR Code 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 poster information with their smartphones and listen to the author's discussion of the study through a pre-recorded audio narration or view supporting video(s) via the required digital posters that the presenting author has uploaded.

Preparing Presentation

- **Intellectual Property Statement:** Your presentation must consist of original work with no previously copyrighted material including media/cartoon content. Reported misuse of intellectual property persists. Including 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 be sure that sources of borrowed material are clearly labeled in your RSNA 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 RSNA presentation. When content seems to lack proper attribution, you may be asked by the RSNA to provide an explanation for including the material without proper acknowledgement in your presentation.

- In all instances, patient confidentiality must be protected. No patient names, hospital ID numbers or any other information that allows the patient to be identified should appear in images or illustrations. *Please visit the Presenter Resource Page (*Faculty and presenter resources | RSNA*) for further details and appropriate forms, where needed.*

- Presentations must give a balanced view of therapeutic options by using generic names rather than trade names in order to maintain impartiality (e.g., use trade names from several companies, not just a single company). Commercial logos are prohibited.

2023 Deadlines:

If you are using Digital Acumen for your print service, the following are upload deadlines:
Print copies will be shipped to McCormick Place and can be picked up at the Digital Acumen's service desk the day of setup.
- November 10 (standard shipping)
- November 15 (for rush shipping)
- November 20 (overnight)

If you have technical questions please contact Digital Acumen at upload@scientificposters.com. For all other questions, please contact programs@rsna.org.