

## RSNA Hardcopy Presentation – Guidelines

### 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 will be for viewing only, no oral presentation is assigned to hardcopy presentations for Science Posters and Education Exhibits.**
- If you were selected to showcase your abstract in the Learning Center in a second format, printing is available at no cost through RSNA's Digital Presentation partner, Digital Acumen, the same submission site as uploading your digital presentation. The printing page will include print templates, sizes and deadline information. Prints are ordered online, and it is a **separate upload from your digital presentation**. RSNA will also hang your exhibit for you at no cost.
- Presenting authors will receive an email with further instructions and log in credentials from APPRISOR via [upload@scientificposters.com](mailto:upload@scientificposters.com) by the end of August. Please add this email to your contacts list to ensure receipt. If you do not see the email in your inbox by September 9, please check your junk or spam folder. If you still cannot locate the email, please contact [upload@scientificposters.com](mailto: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.

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

## **Hardcopy Poster Size Information**

RSNA posterboards, 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).

The recommended print size to maximize your presentation on the board is 72” wide x 42” high.

## **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.

- [RSNA Template 1\\_Visual Abstract](#)
- [RSNA Template 2](#)
- 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*).
- Print templates are also available for download on the submit site, Print Templates, <https://submit.scientificposters.com/rsna>.

## **2024 Deadlines:**

- November 15 (Print Submission Deadline)
- November 19, 12 Noon Eastern Time (Final deadline, service closes)

If you have technical questions please contact Digital Acumen at [upload@scientificposters.com](mailto:upload@scientificposters.com). For all other questions, please contact [programs@rsna.org](mailto:programs@rsna.org).