

Quality Improvement Reports – Digital Presentation Guidelines

General Information:

- All abstracts accepted for digital format will be presented through RSNA's Digital Presentation partner, Digital Acumen's APPRISOR. All Quality Improvement Reports are required to upload a Digital Presentation.
- Digital Presentations can be viewed from smartphones, laptops, tablets, or computer monitors.
- The online viewer allows participants to examine every detail of your presentation while protecting content from download or re-use.
- The presenter on all accepted Quality Improvement Report Digital Presentations will have access to the secure Digital Presentations submission site:
<https://submit.scientificposters.com/rsna>.
- Presenting authors will receive an email with further instructions and log in credentials from APPRISOR via 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. **Please note, the email cannot be sent to multiple recipients. If you are assisting a presenting author with their Digital Presentation, they must forward the email to you. However, the original author will need to sign into the site and submit the file as it is only assigned to them.**
- When you log in, you will have access to the FAQs, instructions for recording audio and/or slide advancement and technical support, found on the Support page.
- Digital Quality Improvement Report presenters are assigned a discussion time in a Learning Center community. Your digital upload will be used for your presentation. Further guidelines on presenting during your assigned times will be provided in October.
- To be considered for an award, your presentation must be **uploaded and approved** by Wednesday, October 29, 2025 at 12 Noon Central Time. If you are not participating in award consideration, the final deadline to **upload and approve** your presentation is **Wednesday, November 12 at 12 Noon Central Time**.
- All presentations must be finalized *and* approved by **Wednesday, November 12 at 12 Noon Central Time**. **NOTE:** After your final approval on your presentation upload, **no edits or revisions** will be accepted.

Preparing your presentation:

- Digital Presentations must be uploaded in either PDF or PowerPoint.
- 16:9 is the preferred aspect ratio, but the system will also support 4:3.
- Digital Presentations are multi-slide presentation (**no more than 10 slides**).
- Only one file can be uploaded per Digital Presentation, and all presentations are converted to PDF for online viewing.
- The Digital Presentation should reflect the content contained in the accepted abstract. Your presentation must be non-promotional and non-commercial in nature. Refer to all products and equipment by their generic names.
- Note that some PowerPoint-specific features such as **animations, page build, page transitions, hyperlinks, or “embedded” content such as video or audio are not supported**. However, after uploading your PowerPoint or PDF file, you can record audio narration, advance slides, and/or add a content video* within the submission site.

** A content video that expands upon the research demonstrated in the poster that clearly supports the content is allowed. A video that serves as a presentation of the Digital Presentation is **not allowed** and will be disabled.*

- Videos may be added to your presentation but will appear on their own “pages” and cannot be made to appear on an existing slide. When you upload a video, you choose which of your slides you would like it to appear after. You may add multiple videos. Do not create placeholder slides in your presentation for the videos.
- Use audio narration (7 minutes maximum) to enhance the presentation. The online recording tool, or uploading an audio file, will let you add narration to your poster while capturing timing to allow your slides to automatically advance when a user views your presentation. If you add videos to your presentation, when user listens to your narration, it will automatically pause when they reach a video to allow them to play the video before resuming your narration.
- **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. For photographs or videos showing a patient's face, a cropped or adequately masked image, excluding identifiable features, is acceptable. **Note: The simple masking of eyes in photographs is *not* sufficient to preserve anonymity.** In rare circumstances when identifiable images are essential to conveying critical information, the author must receive consent from the patient, patient's guardian, or live models before submission. Consent should also be indicated in the poster/exhibit.
- Digital 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.

View and Discussion:

- Digital Presentations will be available to view on-demand beginning November 30 at 8:00 AM Central Time. Please note, Digital Presentations will be available to registered attendees only.
- Attendees will be able to contact presenting authors with questions and comments via the "Forum – Ask the Author" feature in the Digital Presentation system. The presenter can optout of this feature when submitting their Digital Presentation.
- Access to Digital Presentations will remain available until February 27, 2026.

Deadlines:

To be eligible for an award, the deadline to submit your final presentation is Wednesday, October 29 (12 Noon Central Time). You must upload *and* approve the final submission by this date.

Those not participating in award consideration, the final deadline is Wednesday, November 12 (12 Noon Central Time). You must upload *and* approve the final submission by this date.

IMPORTANT DEADLINE NOTE: All presentations must be finalized *and* approved by **Wednesday, November 12 at 12 Noon Central Time**. To ensure a smooth submission process, please have your mentors and co-authors review and approve your presentation prior to the November 12 deadline. After this time, **no edits or revisions** will be accepted, and the site will be closed. We strongly encourage you to plan ahead to allow sufficient time for review and approval.

If you have technical questions regarding the upload process of your Digital Presentation, please contact Digital Acumen at upload@scientificposters.com. For all other Digital Presentations questions, please contact programs@rsna.org.