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NEW CHANGES FOR 2019 AAN ANNUAL MEETING

The American Academy of Neurology is implementing some exciting new changes for the 2019 Annual Meeting that attendees should understand as they begin planning their trip:

- The Philly Spectacular – at Reading Terminal Market
 - Kick-off the Annual Meeting at Reading Terminal Market! With food and drink included, it's every food lover's dream and one of the United States' largest and oldest public markets.
 - The first 4,000 Annual Meeting registered attendees who RSVP for a ticket get a free, all-inclusive event ticket and additional tickets may be purchased for \$115 through registration. Limit one free ticket per registered Annual Meeting attendee.
- Advancing Medicine: Inspiration and Innovation
 - A series of three talks throughout the Annual Meeting will explore where neuroscience intersects with global themes. For more information, visit: [Advancing Medicine: Inspiration and Innovation](#).
- BrainDome
 - Immerse yourself in the brain's inner workings with a guided audio-visual tour through a larger-than-life brain. For more information, visit: [BrainDome](#).
- The Grand Experience
 - A new area that will highlight research, career information, awards, presentations and more! For more information, please visit: [Grand Experience](#).
- Friday Grand Finale
 - Include Friday in your meeting plans with an enhanced experience, including:
 - Neurology Year in Review Plenary Session
 - Science Innovation Lunch
 - Neurology Update Programs and Scientific Sessions
 - Education Blitz Programs
 - Closing Party Celebrating May Day
 - For more information, please visit: [Friday Grand Finale](#).
- For more information on the 2019 AAN Annual Meeting, please visit: [2019 Annual Meeting](#).

2019 ABSTRACT PRESENTER INFORMATION

Thank you for sending your work to the American Academy of Neurology's Annual Meeting. The Science Committee is committed to presenting the best neuroscientific research at its Annual Meeting and the AAN staff strives to support you. If you have any questions, please feel free to contact Callie Barnette, Specialist, Annual Meeting and Conferences Programming, at cbarnette@aan.com.

As an abstract presenter, you must complete the following steps:

1. CONFIRM YOUR 2019 AAN ANNUAL MEETING PARTICIPATION

To assist the AAN with 2019 Annual Meeting planning, please confirm your participation for this presentation by following the link provided in your notification letter.

2. COMPLETE THE LETTER OF AGREEMENT AND UPDATE YOUR DISCLOSURE STATEMENT

To address attendees' concerns over undue industry influence at scientific programs, the Science Committee developed the AAN Letter of Agreement. Please log on to the following website to sign the AAN Letter of Agreement: [Letter of Agreement/Disclosure Statement](#).

You will also have the opportunity to update the disclosure information that was included at the time of abstract submission. The disclosure information you provided at the time of your submission will be made available to meeting attendees on the AAN website prior to the start of the meeting. **In addition, all session presenters must provide meaningful disclosure at the start of each presentation.**

Please note: the first slide of the presentation should include the presenter's disclosure information – both what is directly relevant to the work, as well as any other disclosure information. The disclosure information that is relevant to the work should be in larger font and bolded and the speaker should give a summary of this information prior to beginning their presentation.

Please note that disclosure information is NOT based on a specific abstract but should cover any commercial financial relationship or other relationship that you or your immediate family has had in the past year.

3. REGISTER FOR THE 2019 AAN ANNUAL MEETING

All abstract presenters must pay the meeting registration fee. If you are unable to attend the Annual Meeting, and a co-author is presenting for you, then only your co-author would need to register. To register for the Annual Meeting and reserve your housing, go to <https://www4.cmrreg.com/aanam2019/> or call Convention Management Resources (CMR) at (800) 676-4226 (USA/Canada) or (415) 979-2283 (International). The early registration deadline is March 7, 2019 and the advance registration deadline is April 11, 2019. The housing deadline is April 2, 2019.

Medical students receive gratis registration to the Annual Meeting. There are two ways to access it:

1. Sign up for a complimentary student membership at <https://www.aan.com/membership>.
2. Register online for the meeting, but do not complete payment. Provide a copy of your current student ID through the Registration & Housing Support Center to have your registration fee adjusted to the Student rate.

GENERAL INFORMATION

AAN STATEMENT ON COMMERCIAL INTEREST PRESENTERS

The content of the accredited CME activity is limited to basic science research (e.g., pre-clinical research, drug discovery) or the *processes/methodologies* of research, themselves unrelated to a specific disease or compound/drug. In these circumstances, the faculty, if an industry employee, will not be permitted to present content that is related to clinical applications of the research/discovery or clinical recommendations concerning the business lines or products of their employer.

Speaker (including directors, faculty, co-chairs, and abstract authors) and industry (any entity producing, marketing, re-selling, or distributing health care goods or services consumed by, or used on, patients) and their third-party representative guidelines

For AAN speakers:

- Directors are responsible for selecting speakers without influence from industry.
- Content creators are responsible for creating program content without influence from industry.

For industry employees and/or their third-party representatives:

- Industry employees cannot be AAN award recipients.
- Industry employees cannot serve as course directors.
- Industry employees cannot serve on CME content-creating committees (including the Meeting Management Committee, Science Committee, Education Committee, Conference Subcommittee, Abstract Reviewers and Topic Workgroups).
- Industry employees cannot serve as plenary session speakers.

- Persons, exhibitors, companies, or organizations must not display or demonstrate products, processes, or services; solicit orders; or distribute advertising materials anywhere in the exposition facility (outside of the Exhibit Hall) or in any hotel contracted by the AAN. This includes all programming areas (such as courses, poster and platform sessions, experiential learning areas, and AAN-associated events). The AAN does not allow industry promotion/advertising within 125 yards of the Convention Center or the Headquarters Hotel(s).
- Industry employees are permitted to be abstract authors.
- Industry employees responsible for creating content for CME activities (e.g. courses, platform sessions) may serve as course faculty and/or session speakers, provided that it falls into one of the following three categories:
 1. The content of the CME activity is not related to the business lines or products of their employer.
 2. The content of the accredited CME activity is limited to basic science research (e.g., pre-clinical research, drug discovery) or the *processes/methodologies* of research, themselves unrelated to a specific disease or compound/drug. In these circumstances, the faculty, if an industry employee, will not be permitted to present content that is related to clinical applications of the research/discovery or clinical recommendations concerning the business lines or products of their employer.
 3. Industry employees can participate as technicians in accredited CME activities that teach the safe and proper use of medical devices. In this circumstance, industry employees do not serve as faculty and cannot provide clinical recommendations concerning the business lines or products of their employer.

In instances where a company may be providing support for an Annual Meeting program:

- Industry supporters and/or their third-party representatives cannot create or influence content for education and scientific presentations.
- Industry supporters and/or their third-party representatives cannot supplement faculty travel expenses.
- Industry supporters and/or their third-party representatives cannot approach education and scientific program faculty concerning conference reports or other program summaries.
- Industry supporters and/or their third-party representatives cannot create any promotional materials (print, digital, social media, or otherwise) in relation to AAN education and/or science programs, including courses, posters and platform sessions, experiential learning areas, and AAN-associated events.

JOIN THE AAN TODAY AND SAVE ON REGISTRATION

Join the AAN today and you'll save on registration, housing, travel, and more at the next Annual Meeting. As an AAN member you'll not only save on your Annual Meeting costs, but you'll also be able to take advantage of other great Academy benefits online through the AAN website. Reap benefits, including a subscription to the journal *Neurology*®, discounts on AAN products, services, and events; and access to colleagues through the exclusive AAN Online Member Directory. Learn more about member benefits and savings at <https://www.aan.com/membership/join-the-aan/>.

MULTIPLE ACCEPTED ABSTRACTS

If you had more than one abstract accepted, we ask that you consider having a co-author present one of the abstracts. If you are unable to present your poster, but are able to have a co-author present, please contact cbarnette@aan.com.

WITHDRAWING AN ABSTRACT

Withdrawal requests are permitted until April 22, 2019. **However, not all withdrawals will be reflected in print or online publications depending on when the withdrawal request is made.** Under only extraordinary circumstances should you withdraw your presentation. If you are unable to find a replacement and must withdraw an abstract, AAN staff should be notified at cbarnette@aan.com. Please include the abstract title, ID number, and the presenter's name. Authors should also provide reasoning for the withdrawal. Authors not notifying AAN staff of withdrawal, notifying AAN staff after April 22, 2019, or not providing an appropriate reason for withdrawal will be subject to sanctioning per the Science Committee. Because of the limited number of abstracts that are able to be accepted, authors are expected to make all efforts to attend the AAN Annual Meeting to present their accepted abstract. Your payment will not be refunded if

you withdraw your abstract. **Last-minute emergency cancellations during the Annual Meeting should be communicated to AAN staff in Meeting Administration.**

NON-SANCTIONED HIGHLIGHTS

An increasing number of commercial organizations are offering highlights (unofficial communications) of annual meetings, including that of the American Academy of Neurology. At times, individuals from these organizations may indicate that they have some relationship with the Academy, and will ask for you to provide illustrations or tables, or major elements of your presentation for inclusion. While it is the goal of the Academy to bring material presented at the Annual Meeting before the public and the profession, please know that any communication regarding your presentation will only come from the AAN or its official vendor partners (that will be clearly noted as such), and not an outside organization. Abstract Presenters participating in such unofficial communications without AAN consent may face sanctions by the Science Committee. Moreover, you should know that if you allow extensive inclusion of material in any commercial presentation, you might jeopardize the potential to have this material published in a peer-reviewed journal, such as Neurology.

ONLINE ABSTRACT SITE AND POSTER PRINTING SERVICES

The American Academy of Neurology will once again offer a poster printing service for the 2019 Annual Meeting. Additional details on the printing service will be sent to presenters in the coming weeks. Presenters will be able to upload their poster file and then pick up the poster onsite at the Annual Meeting. Presenters can also elect to upload their poster file for inclusion on the online abstract website. The full text of the abstracts will be posted online on AAN.com on March 7. The poster files will then be available for viewing at the time of the Annual Meeting.

POSTER PRESENTER POLICIES AND GUIDELINES

This year's poster hall will once again be structured into topic-related Poster Neighborhoods. There will be a total of 10 different Poster Neighborhoods for each of the daily poster sessions. For a visual representation of the layout of the poster hall, please see the drawings of the hall on this page: <https://www.aan.com/conferences-community/annual-meeting/abstracts/>.

The poster itself should be self-contained and self-explanatory. All illustrations and lettering should be prepared beforehand. The poster display is not to be solely the typed manuscript pinned to the poster board.

- All posters must provide meaningful disclosure information for the authors on the abstract. **NEW THIS YEAR: Disclosure information should be located on the bottom of the poster and included in a text font/color that makes it easy for attendees to read.**
- It is essential that authors be available during the stand-by times of the assigned session.
- Attendees expect authors to be willing to engage in dialogue about the work displayed.
- Author is to supplement or discuss particular points raised in inquiry.
- Remember that the time spent at each poster figure is determined by the viewer, not the author, as in the case of slide presentations.

**POSTER BOARD SIZE
4 FT HIGH X 6 FT
WIDE**

PLANNING

- **Equipment supplied by the AAN:**
 - Poster number (in upper left corner)
 - Velcro and push pins

ILLUSTRATIONS

- Figures should be designed to be viewed from a distance.
- Use clear, visible graphics and large type.
- The main points should be clear without extended viewing, but detail can be included.

- Each figure or table should have a heading of one or two lines in very large type. Additional information should be provided below in a legend set in 16 point or larger type.
- Consider organizing illustrations and text using a grid plan in columns rather than in rows.

TEXT

- Minimize narrative.
- Use large type in short, separated paragraphs with unjustified (ragged right) margins.
- Numbered or bulleted lists are effective ways to convey a series of points.
- Do not set entire paragraphs in uppercase (all capitals) or boldface type.
- An introduction should be placed at the upper left and a conclusion at the lower right, both in large type.
- It is rarely necessary to post a copy of the abstract.
- QR codes are allowed, but they must link to scientific information only. *They should not link to promotional or marketing material.*
- Pharmaceutical company logos are not allowed to be used on posters.

TITLE

- Prepare a banner for the top of the poster indicating the abstract title, author(s) and affiliations(s). (The poster number is identified in your abstract acceptance letter).
- Lettering for this information should be no less than 48 points (we suggest Arial or Helvetica) for the title and slightly smaller for the authors' names.
- The subheading should not be less than 20 points.
- After the text is printed, it should be enlarged 1.5- or 2-fold.
- The audience will be standing from three to six feet away from the poster, and the lettering should be easily legible from that distance.

LAYOUT

- If illustrations or other materials are dry-mounted on stiff cardboard, make sure they are thin enough to be tacked easily to the poster board.
- You may want to group logically consistent sections or columns of the poster on backgrounds of the same color.
- The sequence of illustrations should be indicated with numbers or letters at least one inch high.
- Keep the display sparse and neat.

DISCLOSURE

Please include a statement listing any disclosure information or conflict of interest for all authors. This should be located on the bottom of your poster in a text font/color that makes it easy for attendees to read.

POSTER SCHEDULE

There are **five** scheduled daily poster sessions throughout the meeting:

- Poster Session 1- Sunday, May 5, 11:30 am – 6:30 pm
 - Poster Session 2- Monday, May 6, 11:30 am – 6:30 pm
 - Poster Session 3- Tuesday, May 7, 11:30 am – 6:30 pm
 - Poster Session 4- Wednesday, May 8, 11:30 am – 6:30 pm
 - Poster Session 5- Thursday, May 9, 11:30 am – 6:30 pm
- Authors should check the schedule to identify the assigned session and poster location.

Please adhere to the following schedule:

- Posters must be posted on the assigned board by 11:30 am, and the presenter or a co-author should standby the poster from 5:30 pm to 6:30 pm.

POSTER TAKE DOWN

NOTE: Poster presenters may indicate if they would like to have their poster(s) taken down for them by AAN staff at the conclusion of the session. There will be a \$50 fee for poster removal. If presenters want to take their own poster down, posters must be removed by the end of the session or they will be charged the poster removal fee. This is to encourage a clean atmosphere for poster presenters and meeting attendees, as well as maintaining a green meeting environment. All posters left up after the designated removal times will be put in a poster drop-off zone in the poster session room and thrown away at the end of the day.

PLATFORM PRESENTER POLICIES AND GUIDELINES

OVERALL ROLE OF A SCIENTIFIC PRESENTER

- To provide audience with meaningful disclosure at the start of presentation.
 - **The first slide of the presentation should include the presenter's disclosure information – both what is directly relevant to the work, as well as any other disclosure information. The disclosure information that is relevant to the work should be in larger font and bolded and the speaker should give a summary of this information prior to beginning their presentation.**
- To present a carefully planned, well organized, and rehearsed paper in 8 minutes.
- To illustrate major points with properly prepared visuals and/or examples.
- To respond directly to questions raised in the discussion.
- Presenters are required to use generic names instead of corporate brands when presenting.
- An individual employed by an ACCME-defined "commercial interest" should present on the basic science research (e.g., pre-clinical research, drug discovery) or the *processes/methodologies* of research, themselves unrelated to a specific disease or compound/drug. In these circumstances, the faculty, if an industry employee, will be not be permitted to present content that is related to clinical applications of the research/discovery or clinical recommendations concerning the business lines or products of their employer.

PREPARING THE PRESENTATION

- **NEW THIS YEAR: You will have 8 minutes to present your work, and 3 additional minutes for questions and answers. During the final 20 minutes of the session, you and the rest of the session's presenters will participate in a question and answer panel discussion. This is an additional opportunity for the audience to ask questions and offers further time to interact with the session's attendees. Please stay until the conclusion of the session to participate in the panel discussion.**
- Avoid lengthy introductions. One simple declarative statement should suffice.
- Remember that conclusions come at the end; therefore, avoid the cut-off of your presentation before conclusions have started.
- Be prepared to tie in relevance at the end of your presentation.
- It is requested that you electronically send your presentation to the audiovisual company (PSAV) before the meeting. You will receive an email when the site is ready to begin accepting presentations.

TIPS FOR POWERPOINT PRESENTATIONS

- All presenters must use computer-generated presentations. Physical slides will not be allowed.
- All disclosure information must appear on the first slide.
- **Slides should not indicate or identify any commercial company, hospital, department, or practice affiliation. Affiliations may be listed on the title slide, but not throughout the presentation.**

- Font size should be 14 or greater with no more than 40 letter spaces per typed line and no more than 7 double-spaced typed lines per slide.
- Type color should be white or yellow on a blue background for better visibility.

DELIVERY OF THE PRESENTATION

- Sound systems in large meeting rooms produce echoes. To be understood, you must speak slowly and deliberately. If you speak at your normal conversational rate, your words will run together and become unintelligible.
- A good approach is to plan your talk for eight minutes and then consciously slow it down while presenting.

STAYING ON SCHEDULE

- As noted above, each presentation is limited to 8 minutes. Session moderators are asked to strictly adhere to this time limit so as to treat all presenters fairly and to avoid impinging on subsequent sessions.
- Respond to questions succinctly.
- After the presentation, the presenter will have three minutes to answer questions from the floor and from the moderators. No invited discussants will participate.

ONSITE AT THE ANNUAL MEETING

- Check in with the moderators prior to the beginning of the session.

EPOSTER PRESENTER POLICIES AND GUIDELINES

BACKGROUND

ePoster presentations are done with a digital monitor instead of a traditional poster board to highlight compelling visual features such as images, videos, graphics, and models. All ePosters will be displayed on large touch screen monitors, and are meant to be interactive. Attendees will be able to advance ePosters by touching the screen, or navigate to hyperlink buttons for a more customized experience.

Presenters will upload their work electronically, and will receive an email when the site is ready to begin accepting presentations. There is one grouping of unique ePosters in each poster session throughout the week.

PREPARING THE PRESENTATION

- ePoster presentations are created using PowerPoint. AAN ePosters should contain a maximum of no more than six slides.
- While setting up the presentation, the slide aspect ratio should be 16:9. This is now the default aspect ratio in the newer versions of PowerPoint. If you're using PowerPoint 2010 or older, you will have to change the aspect ratio from 4:3 to 16:9. (Design tab -> Page Setup -> "Slides sized for:" -> Choose "On-screen Show (16:9)")
- Complete details on how to prepare the presentations will be emailed to presenters separately.

TIPS FOR EPOSTER PRESENTATIONS

- Acceptable image file formats include: JPEG, GIF, TIFF, BMP, PNG.
- Acceptable video file formats include: WMV, MOV, MP4, AVI.
- Arial and Helvetica fonts are recommended for clarity and compatibility. Light colored text on a dark background is advised. Avoid using red or green.
- **NOTE:** Please stop by the Speaker Ready Room in the Pennsylvania Convention Center to test the functionality of your presentation before your scheduled date and time.

BEFORE YOU GO- DEADLINES PRIOR TO MEETING

MARCH 7, 2019
Early Registration Deadline
APRIL 2, 2019
Housing Deadline
APRIL 11, 2019
Advance Registration Deadline

PUBLICATION AND CITATION INFORMATION

The abstracts will also be published online at Neurology.org in April. Information on how to cite 2019 Annual Meeting abstracts will be available online at AAN.com after the Annual Meeting.

For more information, please visit the [2019 Annual Meeting website](#).