

Education Exhibits – Digital Presentation Guidelines

General Information:

- All abstracts accepted will be presented through RSNA's Digital Presentation partner, Digital Acumen's APPRISOR. All Education Exhibits are required to upload a Digital Presentation.

NOTE: As an education exhibit presenter, you do not need to be physically at the meeting. Your presentation will be hosted in our digital presentation system for viewing during the physical/virtual meeting.

- Digital Presentations can be viewed from smartphones, laptops, tablets, or computer monitors.
- The online viewer allows participants to examine every detail of your Digital Presentation while protecting content from download or re-use.
- The presenter on all accepted Education Exhibits will have access to the secure Digital Presentation submission site: <https://submit.scientificposters.com/rsna>.
- Presenting authors will receive an email with further instructions and login 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 science 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.
- To be considered for an Education Exhibit Award, your presentation must be uploaded by October 30, 2024.

Preparing your presentation:

- Digital Presentations must be uploaded in either PDF or PowerPoint format.
- 16:9 is the preferred aspect ratio, but the system will also support 4:3.
- Digital Presentations are multi-slide presentation (**no more than 40 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. Presentations should be created so the attendee can view it in its entirety in under 10 minutes, as most attendees spend between 2-5 minutes viewing an electronic presentation. Your presentation must be non-promotional and non-commercial in nature. Refer to all products and equipment by their generic identification.
- 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 presentation 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. *Please visit the Presenter Resources Page ([Faculty and presenter resources | RSNA](#)) for the PHI form.*

- 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.

Viewing presentation:

- Digital Presentations will be available to view on-demand beginning on December 1 at 8:00 a.m. CT (Central). 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 April 30, 2025.
- After April 30, the RSNA 2024 Education Exhibits will be available to RSNA members only.

Deadline:

To be eligible for an award, the deadline to submit your final presentation is Wednesday, October 30.

Those not participating in award consideration, final deadline is Wednesday, November 13.

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 Presentation questions, please contact programs@rsna.org.