



## 2017 ABSTRACT PRESENTER GUIDELINES

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

### 1. Register & Book Hotel

1. All abstract presenters/first authors are required to register for the meeting by **September 10**.
2. Junior members presenting as first author of a poster may be eligible for a registration fee waiver (must be a CNS Junior member in residency as of **June 15, 2017** and register for the meeting by **September 10**). *Application on file by August 1. No exceptions.*
3. Registration will begin on-line **July 6**. Best registration rates available before August 31.
4. Links for making hotel reservations will be emailed to you upon completion of registration.
5. All primary/first authors are advised to reserve hotel rooms ASAP. Rooms at the Sheraton Kansas City Hotel at Crown Center will fill fast.

**Registration Link:** <https://www.badgeguys.com/reg/2017/cns/register.aspx>

**UPON COMPLETION OF ONLINE REGISTRATION A CONFIRMATION WILL BE EMAILED TO YOU PROVIDING A LINK TO MAKE YOUR HOTEL RESERVATION.**

### 2. Preparing & Shipping Poster

All authors are responsible for preparing and transporting your poster(s) independently, and allow extra time if shipping to yourself at your hotel.

#### Poster Set Up/Tear Down

- **POSTERS will be located in: (Exhibit Hall A)**
- Poster boards are **4'(vertical) x 6' (horizontal)**. *Please note: Same size as last year, smaller than (4'x8') 2015 and earlier.*
- All authors are required to check their poster in to the meeting registration desk between 10:00am-6:00pm Wednesday, October 4. Posters will be mounted by meeting staff Thursday morning.
- Posters will be taken down for you. Please pick up your poster at the registration desk between 4:00pm-6:00pm Friday, October 6 or 7:00am-10:00am Saturday, October 7.

*Note:* The CNS assumes no responsibility for posters not picked up by 10:00am Saturday, October 7.

## Guidelines & Display Tips

- Poster should be self-explanatory, freeing author to supplement & discuss particular points raised in inquiry
- **Title Banner:** A title banner should be prepared measuring no more than 1.2 m (4 feet) in length, presenting the following information:
  1. Abstract # Title of Paper Author(s) Address/Affiliation
  2. **Letter size:** The title banner should be a minimum of 25 mm (2 inch) in height
- **Type Size:** Lettering should be a minimum of 1 cm (0.4") high. Please print; do not use cursive.
- **Line Weight:** Graphs and figures should be drawn with a 1 mm minimum width.
- **Each figure or table should have a heading of 1 or 2 lines in large type stating the "take-home" message.** Detailed information should be provided below in a legend using smaller type. Figure legends should not resemble those in a journal article. Since there is often no text accompanying the poster, the legend should contain commentary that would normally appear in the body of the manuscript, describing the content of the figure and the conclusions derived therefrom. Details of methodology should be brief and placed at the end of the legend.
- Printed handouts are not required, but are often welcomed by attendees

**POSTER UPLOAD: INSTRUCTIONS FOR UPLOADING THE PDF VERSION OF YOUR ABSTRACT FOR THE MOBILE APP, WILL BE EMAILED TO PRIMARY AUTHORS BY AUGUST 15.**

**3. HIPAA Guidelines:** All authors are responsible for complying with all HIPAA Guidelines

## 4. Poster Presentation

Authors are **required** to stand by their posters a minimum of 45 minutes for each of 3 review periods.

### **Presentation Schedule:**

Thursday, October 5: Lunch (12:30 pm-2:00 pm)

Thursday, October 5: Reception (4:30 pm-6:00 pm)

Friday, October 6: Breakfast (7:00 am-8:15 am)