



2018 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 **August 31**.
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 **May 15, 2018** and register for the meeting by **August 31**. Membership *Application on file by July 15. No exceptions.*
3. Registration will begin on-line **Monday, June 25**. 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 Hyatt Regency Chicago will fill fast.

Hyatt Regency Chicago
151 E. Upper Wacker Drive
Chicago, IL 60601

Registration Link: <https://www.badgeguys.com/reg/2018/cns/register.aspx>

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

NOTE: HOTEL WILL FILL FAST, ONCE THE CNS ROOM BLOCK IS FILLED, YOU ARE RESPONSIBLE TO FIND HOTEL ARRANGEMENTS.

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: RIVERSIDE EXHIBIT HALL (EAST TOWER)**
- Poster boards are **4'(vertical) x 8' (horizontal)**. *Please note: Larger than (4'x 6') used last year*
- All authors are required to check their poster in to the meeting registration desk between 10:00am-6:00pm Monday, October 15. Posters will be mounted by meeting staff Tuesday morning.
- Posters will be taken down for you. Please pick up your poster at the registration desk between 4:00pm-6:00pm Wednesday, October 17 or 7:00am-10:00am Thursday, October 18.

Note: The CNS assumes no responsibility for posters not picked up by 10:00am Thursday, October 18.

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:

Tuesday, October 16: Lunch - Guided Poster Tours & Exhibits (12:45 pm-2:00 pm)

Tuesday, October 16: Wine & Cheese Reception - Guided Poster Tours, Poster Review & Exhibits (4:00 pm-5:30 pm)

Wednesday, October 17: Breakfast - Guided Poster Tours, Poster Review & Exhibits (7:00 am-8:15 am)

POSTER ASSIGNMENTS TO BE POSTED TO CNS WEBSITE BEGINNING TUESDAY, JULY 10.

NEW THIS YEAR – CNS JUNIOR MEMBERS

(MUST BE A CNS JUNIOR MEMBER BY MAY 31 TO QUALIFY)

IF YOU WISH TO HAVE YOUR POSTER CONSIDERED FOR GUIDED POSTER TOURS OR “BEST OF SHOW” YOU MUST:

- A) BE A JUNIOR MEMBER BY MAY 31 AND***
- B) UPLOAD THE PDF OF YOUR POSTER TO THE OMNIPRESS HANDOUT WEBSITE BY SEPTEMBER 1.***

1) GUIDED POSTER TOURS

As always, the Scientific Program Committee has reviewed and selected the 200 abstracts to be presented at the annual meeting. **Guided poster tours organized by CNS Special Interest Groups (SIGs)** will highlight posters and authors twice on Tuesday and once on Wednesday morning.

Final selection of posters to be included on the tour will be based on review of posters uploaded to the meeting app and on-line poster site (as PDF files) by **September 1**. This is a great opportunity for medical students, residents, and training programs to highlight their research, network with CNS members with shared interests, and seed future collaborative projects and SIG activities.

Up to three Guided Poster Tours will be scheduled during the three scheduled poster review periods:

- **Tuesday, October 16 from 12:45 pm – 2:00** *(Lunch)*
- **Wednesday, October 17 from 4:00 pm – 5:30 pm** *(During Wine & Cheese Reception)*
- **Wednesday, October 17 from 7:00 am – 8:15 am** *(Breakfast)*

2) BEST OF SHOW

- **Wednesday, October 17 from 12:30 pm – 1:45 pm**

In addition to the four Outstanding Junior Member Awards annually presented, Junior members (residents and/or med students) will have a second high-profile venue for showcasing their work in Chicago: **The first-time-ever "Best of Show" session** will be held during the Wednesday lunch break spotlighting the best posters presented by Junior Members; with a 3-slide summary of work presented will be followed by a 5-minute moderated Q&A.

NOTIFICATION OF SELECTIONS BY OCTOBER 1.