



2019 ABSTRACT PRESENTER GUIDELINES

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

1. Register & Book Hotel: Register by August 31

- All presenting authors must register
- Member priority for reserved sessions ends August 1
- Member early registration rates and fee waivers ends August 31
- All CNS members presenting must a) be current in membership dues, and b) register for the meeting. CNS members with an outstanding dues balance will not be offered discounted membership rates when registering on-line. **To Register click:**

<https://www.badgeguys.com/reg/2019/cns/register.aspx>

UPON COMPLETION OF ONLINE REGISTRATION A CONFIRMATION WILL BE EMAILED TO YOU PROVIDING A LINK TO MAKE YOUR HOTEL RESERVATION. HOTEL IS NOW BOOKED – NEED TO FIND NEARBY ACCOMODATIONS INDEPENDENTLY.

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 C1/C2**
- Poster boards are **4'(vertical) x 8' (horiztonal)**.
- All authors are required to check their poster in to the meeting registration desk either Tuesday, October 22 from 2:00 pm-7:00 pm or Wednesday, October 23 from 6:00 am-6:00 pm. 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 4:00 pm-6:00 pm Friday, October 25 or 7:00am-10:00am Saturday, October 26.

Note: The CNS assumes no responsibility for posters not picked up by 10:00am Saturday, October 26.

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, TO BE INCLUDED IN THE MOBILE APP, WILL BE EMAILED TO ALL PRIMARY AUTHORS.

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 your assigned presentation time below:

PRESENTATION SCHEDULE:

- **Odd # Posters:** Thursday, October 24 from 12:45 pm – 2:00 (*Lunch*)
- **All Posters:** Thursday, October 24 from 4:00 pm – 5:30 pm (*During Wine & Cheese Reception*)

- **Even # Posters: Friday, October 25 from 7:00 am – 8:15 am**
(Breakfast)

CNS JUNIOR MEMBERS – GUIDED POSTER TOURS & BEST OF SHOW

***FINAL SELECTION OF POSTERS TO BE PRESENTED IN PROGRESS.
NOTIFICATIONS WILL BE EMAILED TO THOSE SELECTED BY SEPTEMBER 13.***

THOSE THAT WERE NOTIFIED, PLEASE EMAIL PDF OF POSTER TO EMILY MCCONNELL (ermcconnell@childneurologysociety) BY: FRIDAY, SEPTEMBER 6

1) GUIDED POSTER TOURS

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. Authors will present Electronic PDF of Abstract presenting summary of work, followed by a 5-minute moderated Q&A.

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

- **Thursday, October 24 from 12:45 pm – 2:00** *(Lunch)*
- **Thursday, October 24 from 4:00 pm – 5:30 pm** *(During Wine & Cheese Reception)*
- **Friday, October 25 from 7:00 am – 8:15 am** *(Breakfast)*

2) BEST OF SHOW

- **Friday, October 25 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 Charlotte: **The "Best of Show" session** during the Friday lunch break will spotlight Junior Member authors of the best posters submitted, authors will present Electronic PDF of Abstract presenting summary of work, followed by a 5-minute moderated Q&A.