

## SAR 2023 Annual Meeting

### Guidelines for Oral Presentation

#### **Submission / AV Requirements**

Final version of your presentation must be uploaded as the last task in your speaker portal by **Friday, February 10, 2023 at 11 PM ET**. You will have the opportunity to visit the onsite speaker ready room to update or revise your slides prior to your presentation day.

#### **Format Requirements**

- Submissions must be in PowerPoint format.
- Save your PowerPoint file with the format type (oral presentation) and Presenters' Last Name(s)  
EXAMPLE: Oral\_SMITH.
- Use widescreen format 16:9 ratio.

#### **Content Requirements**

- Title, author, and institution (slide 1). Disclosure statement (slide 2). Please see sample [here](#).
- Learning objectives/aims of the presentation.
- The last slide should contain references and author correspondence information, including email.
- Each slide should be proofread for factual, grammatical, and spelling errors.

#### **Minimum Font Sizes Required:**

- Arial 16 or Greater: General poster text
- Arial 14 or Greater: Figure captions
- Arial 12 or Greater: References, Footnotes

#### **Approved Image Formats**

- .jpg
- .png

#### **Avoid the Promotion of Commercial Entities and State that the Indication is "Off-license" if Necessary**

- Your presentation must be non-promotional and non-commercial in nature. Any commercial relationship that the authors have, must be disclosed in the submission system where requested.
- It is essential to state that the data presented is "off-label" if the presentation refers to an indication that is not covered by the licensing authorities.
- This disclosure information must also be included at the beginning of your presentation.

#### **Policy Regarding Usage of Images**

- SAR policy requires that all images and other material used in presentations must be the property of the authors. If you wish to reproduce images or other material obtained from another author's work from any source, including the Internet, permission must be obtained from the author and appropriate credit must be given.

#### **Confidentiality**

- In all instances, patient confidentiality must be protected. No names, hospital ID numbers or any other information that allows the patient to be identified should appear in illustrations.

#### **References**

1. Dreyer KJ. **Using Microsoft PowerPoint for Electronic Presentations.** *RadioGraphics* 2001; 21:1318-1321
2. Caruso RD, Postel GC. **Image Editing with Adobe Photoshop 6.0.** *RadioGraphics* 2002; 22:933 -1022
3. Taylor GA. **Initial Steps in Image Preparation.** *AJR* 2002;179:1411 -1413