SAR 2025 Annual Meeting

Guidelines for Submission of Accepted Electronic Scientific Posters and Educational Exhibits
– This is not a live presentation -

Submission

Final version must be uploaded in your speaker portal by **January 22, 2025 at 5 PM CT.**

Format Requirements

- Slide limit: 30 slides. File size: 75 MB max.
- **NO animation, embedded audio or video is allowed. You may, however, include a link within your presentation to a video or file that is hosted elsewhere (ex. your institution/YouTube, etc.)**
- **Submissions must be in a PowerPoint format but will converted to PDF format for the meeting.**
- Save your PowerPoint file with the format type (poster, exhibit) and Presenters' Last Name(s) EXAMPLE: Exhibit_SMITH.

Presentation Style

Organize material in logical order, with all images and text supporting the central premise of the poster/exhibit in a concise manner. Text and images should complement and reinforce one another. Poster presentations should be user-friendly, visually attractive, and fast-paced (the learner should be able to view the entire poster in 15 minutes or less).

Content Requirements

- Title, author, and institution (slide 1). Disclosure statement (slide 2). Please see sample here.
- Learning objectives/aims of the poster as well as the target audience.
- The last slide should contain references and author correspondence information, including email.
- Each slide should be proofread for factual, grammatical, and spelling errors. Posters/exhibits including errors may not qualify for an award.
- The presentation screen will be widescreen 16:9 ratio. Please create your presentations accordingly.

Minimum Font Sizes Required:

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

Color Scheme

- Light colored text on a dark background works best.
- Avoid using red and green.
- Please do not use colors that could be distracting. We recommend standard background colors, such as black, blue, white, etc.

Approved Image Formats

- .jpg
- .png

General Points for Consideration

- Please remember that the presentation is retained as a permanent record and therefore all errors and poorly reproduced or incorrectly illustrated images remain visible in the system. We recommend that you identify and prepare images well in advance of the deadline, so that this aspect of your presentation, which is most likely to cause delays, does not cause you problems.

- The aim of your presentation is to convey to the viewer the essence of your topic in a relatively compact format. Please clearly state all elements and illustrate them with relevant images only when appropriate.
- In general, the information presented must be up-to-date, even if the topic or images refer to some older or historic procedures. The recent literature must be cited to support the presented material; however, exhaustive reference lists should be avoided.
- Remember, the final presentation is not expected to display solely a typed manuscript, and most attendees are unlikely to spend much time on a poster that does not have a sufficient number of images to support the text. Therefore, text should be well structured (use bullets for clarity), presenting only enough data to support your conclusions.
- Remember the importance of linking the correct image to the text at the appropriate place - a clearly presented image is often worth a thousand words and the wrong text-image link destroys the validity of the poster.
- Composition should be logical, well organized, self-explanatory and as brief as possible.
- Consider asking an independent colleague (if possible, one not involved) to give an unbiased opinion on the following: The clarity of the presentation, whether it makes the point or not and the relevance and clarity of the images. Edit redundant text and images as needed.

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 posters 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
4. Lababede. **Digital Image Editing Using PowerPoint Part 1, Introduction to the Image Manipulation Commands**. *AJR* 2004;183:847-851
5. Lababede O. **Digital Image Editing Using PowerPoint: Part 2, Practical Applications of the Image-Manipulation Commands**. *AJR* 2004;183:853-858
6. Yam CS. **Removing Hidden Patient Data from Digital Images in PowerPoint**. *AJR* 2005;185:1659-1662
7. Khanna PC, Thapa MM, de Regt D, and Weinberger E. **PACStacker: An Enhancement of the Scientific and Educational Capabilities of PowerPoint.** *AJR* 2009;192:W71-W74