The Radiological Society of North America (RSNA) welcomes the submission of original abstracts for its 105th Scientific Assembly and Annual Meeting, December 1-6, 2019, McCormick Place, Chicago, Illinois via its online system (http://abstract.rsna.org). Authors will access the system to submit abstract applications for the following presentation types:

Scientific Presentations (pgs 3-4),
Applied Science (pgs 5-6),
Education Exhibit (pgs 7-8),
Quality Improvement Reports (pg 9-10)

Submission Deadline: Wednesday, April 10, 2019, 12:00 PM Central Time (Noon in Chicago).

GENERAL GUIDELINES FOR ALL SUBMISSION TYPES

1. Abstracts must be submitted online through the abstract submission program. No fax copies, disk or e-mail submissions will be accepted. Only the individual listed as the official contact of the submission has authority to withdraw it or revise content.

2. **Abstracts must be received by Wednesday, April 10, 2019, 12:00 PM, Central Time (Noon, Chicago). You will not be able to access the system after 12:00 PM Central Time (Noon, Chicago), April 10, 2019.**

3. You can enter your abstract, save it, and return for edits or updates any time prior to the deadline. The Complete Submission button must be clicked before **April 10, 2019, 12:00 PM Central Time (Noon, Chicago)**.

4. Changes to abstract titles or abstract text, as well as additions or deletions of author names, will not be permitted after submission. Proofread your abstract to identify and correct any errors before submission.

5. If an abstract must be withdrawn after submitted, request must be received no later than **April 10, 2019**. To withdraw your abstract, email programs@rsna.org. Include your name, confirmation number and abstract title.

6. Submission of an abstract constitutes a commitment by the author(s) to present their work if the abstract is accepted.

7. Promissory abstracts are discouraged. Your presentation is expected to reflect the contents of your abstract. Substantial deviation from the published abstract or failure to present may jeopardize acceptance for future abstracts.

8. Expenses associated with submission and presentation of an abstract are the responsibility of the presenter.

9. Your presentation must be balanced and contain no commercial promotional content.

10. All submissions must be HIPAA-compliant. Patient confidentiality must be protected. No names, hospital ID numbers or any other identifying information can appear in your presentation.

11. **Blind Peer Review Policy:** In accordance with RSNA abstract blind peer review policy, your submission title, abstract, or uploaded figures should not contain author names, institution names, general location, or any such information that may identify where the work originated.

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GENERAL GUIDELINES FOR ALL SUBMISSION TYPES (continued)

12. **Financial Support Notice:** As an ACCME provider, RSNA strives to maintain the highest standards in development of its educational programming to ensure it remains free of commercial influence. To comply with the ACCME guidelines:

    - A presenter is not to receive financial support in conjunction with their RSNA presentation(s) except from their employer.
    - A person who is employed by a "commercial interest" (defined as any entity producing, marketing, reselling, or distributing health care goods or services consumed by, or used on, patients) **cannot** speak if the CME content relates to the business lines and products of its employer.

13. **Intellectual Property Notice**: Reported misuse of intellectual property persists. Your decision to include borrowed materials (text, images, graphs, charts, etc) in your exhibit may fall within 'fair use' for educational purposes. However, such materials should never be presented as if they are your own. You must assure that sources of borrowed material are clearly labeled in your presentation, including full citations for any copyrighted material. It is also best practice to inform and/or seek the permission of the original creator of non-copyrighted content before using it in your lecture. When content seems to lack proper attribution, you may be asked by the RSNA to provide an explanation for including the material without proper acknowledgement in your exhibit.

14. **General Data Protection Regulation (GDPR) Notice**: As an abstract presenter, you understand and acknowledge that RSNA shares your information and presentation with our partners to enhance the Annual Meeting program and experience.

15. In submitting his or her [scientific abstract/education exhibit] (hereafter the "content") to the RSNA for possible presentation at RSNA 2019, the author retains copyright to the content and agrees to give RSNA a limited, nonexclusive, royalty-free license to present the content on the RSNA website and in its educational programs, and to archive the content for maintenance of the scientific record. RSNA agrees not to sublicense the content to a third party.

DESCRIPTION OF APPLICATION TYPES

<u>**Scientific Presentation**</u>

Scientific presentations are completed hypothesis-driven research with a comprehensive report; a work-in-progress report of ongoing research of emerging ideas and techniques and containing initial yet defined results; or a brief pertinent report of a particular new aspect or understanding of clinical radiology.

Formats: Accepted scientific presentations will be scheduled in the following formats at the discretion of the subspecialty section chair. You may indicate your format preference in the Questions tab in the submission site. While consideration will be given to your indicated preference, decisions on format assignment will be based on the needs of the program. All decisions are final.

> <u>Paper</u> presentations will require an *oral* presentation at an assigned date/time in a moderated meeting room setting. Paper presentations are limited to seven minutes followed by three minutes for discussion. A PowerPoint presentation in support of the oral presentation is required and must be uploaded to the official contractor AV site at least 4 hours prior to your scheduled session start time. Presenters of accepted scientific paper presentations have the option to submit a second PowerPoint presentation (maximum of 40 slides). The tentative deadline for submission of this optional presentation is early November. The optional content will be on display for the duration of the RSNA Annual Meeting via the RSNA Digital Presentation System and Virtual Meeting site. More information will follow at time of acceptance.

> <u>Poster</u> presentations are electronic slide show presentations derived from your PowerPoint and will require attendance by at least one of the co-authors to host a question-and-answer session on an assigned date/time at a display monitor in the Learning Center. You will prepare your PowerPoint presentation on your local drive and upload it to the RSNA Digital Presentation System. Various types of digital media (images, video, etc) can be uploaded into the system to enhance your presentation. The uploaded PowerPoint presentation is converted to multiple video formats to accommodate viewing on computers and mobile devices. Your presentation should be created to allow the attendee to view a presentation in its entirety in approximately five minutes, as most attendees spend between 2 to 10 minutes viewing an electronic presentation. Users will access the system beginning in early September, and must complete their presentation by early November. Additional information will be provided after acceptance notices in late July.

Abstracts are limited to 2200 characters including spaces, and are to be constructed using the following section headings: Purpose; Materials and Methods; Results; Conclusion. A Clinical Relevance statement, not to exceed 200 characters, is also required. For review purposes only, it is ***recommended*** that a figure to support your work accompany your submission [figure must be captured in a single .jpg file and is limited to an image(s) and/or graph(s)].

To preserve the anonymity of patients and research subjects, authors/presenters must remove all potentially identifying information—including patient likenesses, identification numbers, names, initials, etc.—from images, charts, graphs, tables, and text before being displayed at the Annual Meeting.

For photographs, video, computerized renderings, or 3-D reconstructions of patients, a cropped or adequately masked image that excludes identifiable features may be acceptable. **<u>Note</u>**: The simple masking of eyes in photographs is not sufficient to preserve anonymity.

Abstracts will be selected for presentation on the basis of scientific merit. Abstracts submitted to multiple program areas from the same author(s) or institutions on identical or similar topics will be withdrawn by RSNA at its discretion. Any abstract determined by the review committee to be better suited for as an educational exhibit will be transferred.

Previously Presented/Published Policy: The Radiological Society of North America requires that all abstracts submitted for scientific presentation at its annual scientific assembly be original work, not previously presented at other national or international radiological society meetings and not previously submitted for publication prior to the abstract submission deadline date. An abstract which includes an increased number of cases and demonstrates a significant change in results is considered new research; therefore, the work is eligible for consideration. If an abstract merely reflects an increase in the

<u>**Scientific Presentation**</u> (continued)

number of cases with no significant difference in the results, it will not be considered. (Please see General Information>Previously Presented/Published Policy and Post-meeting Publication Policy for more information.)

Kuo York Chynn Neuroradiology Research Award: The top scientific paper, as selected by the Scientific Program Committee in the Neuroradiology section, will earn a $3,000 award recognition.

Trainee Research Prizes include $1,000 and a certificate to each winning resident, fellow, and medical student. Scientific abstracts submitted by residents, fellows, physics trainees and medical students will undergo the usual peer review process. Non-imaging trainees are eligible if they are mentored by a member of the RSNA, AAPM or ASTRO. If accepted for presentation, the authors will receive a letter of invitation to submit a more detailed abstract for consideration of the Trainee Research Prize.

CME Credit: Scientific presentations have been designated for *AMA PRA Category 1 Credit*™.

Notification of the status of scientific abstracts will be sent electronically to the official contact and presenter in late July.

Applied Science Presentation

Applied science presentations are limited to informatics and physics topics which discuss or demonstrate practical applications designed to improve the clinical practice of radiology or the management of healthcare data. All applied science presentations require an in-person presentation. Date and time will be announced following notice of acceptance.

Abstracts are limited to 2200 characters including spaces, and are to be constructed using the following section headings: Background, Evaluation, Discussion, and Conclusion. For review purposes only, it is *recommended* that a figure to support your work accompany your submission [figure must be captured in a single .jpg file and is limited to an image(s) and/or graph(s)].

To preserve the anonymity of patients and research subjects, authors/presenters must remove all potentially identifying information—including patient likenesses, identification numbers, names, initials, etc.—from images, charts, graphs, tables, and text before being displayed at the Annual Meeting.

For photographs, video, computerized renderings, or 3-D reconstructions of patients, a cropped or adequately masked image that excludes identifiable features may be acceptable. **Note**: The simple masking of eyes in photographs is not sufficient to preserve anonymity.

Applied science abstracts will be considered as hypothesis-driven works and fall under purview of the Scientific Program Committee. Abstracts will be selected for presentation on the basis of merit. Abstracts submitted to multiple program areas from the same author(s) or institutions on identical or similar topics will be withdrawn by RSNA at its discretion.

Previously Presented/Published Policy
The Radiological Society of North America requires that all abstracts submitted for scientific presentation at its annual scientific assembly be original work, not previously presented at other national or international radiological society meetings and not previously submitted for publication prior to the abstract submission deadline date. (Please see General Information>Previously Presented/Published Policy and Post-meeting Publication Policy for more information.)

Presentation Formats: Abstracts can be presented as oral presentations, stand-alone computer presentations, or electronic poster or traditional backboard panel format. Based on format preference and in order to facilitate physical arrangements, an applied science presentation may be reclassified as an education exhibit or scientific presentation as determined by the review committee; in all other aspects, an applied science presentation remains under the purview of the scientific program committee. Accepted abstracts in the Applied Science category will be noted accordingly in the official RSNA program. You may indicate your format preference on the Questions tab in the submission site.

> *Papers*, oral presentations delivered at an assigned time and date and will be limited to seven minutes in length followed by three minutes for discussion. In addition to the oral presentation, an electronic presentation, in slide show format, may be submitted in advance of the RSNA Annual Meeting. Presentations in electronic slide show format should be designed to allow meeting attendees to navigate the electronic presentation in ten minutes or less. Submitted content will be on display via computers in the Learning Center for the duration of the RSNA Annual Meeting. The tentative deadline for submission of the electronic content is early November. Details will follow acceptance notice.

> *Posters* may be presented in backboard panel (hard-copy poster) format or electronic format. See poster format descriptions below:

> a. *Backboard panels* for traditional poster displays are available in 2 or 4 meter widths. The panel height is 1.25 meters high. A maximum width of 4 meters may be requested for a single presentation. All items in a backboard panel exhibit, including text and captions, must be in opaque form. Actual display width is approximately two inches less than indicated above.

> b. *Digital posters* are slide show presentations derived from your PowerPoint and will require attendance by at least one of the co-authors to host a question-and-answer session on an assigned date/time at a display monitor in the Learning Center. You will prepare your PowerPoint presentation on your local drive and upload it to the RSNA Digital Presentation System. Various types of digital media (images, video, etc) can be uploaded into the

<u>**Applied Science Presentation**</u> (continued)

    system to enhance your presentation. The uploaded PowerPoint presentation is converted to multiple video formats to accommodate viewing on computers and mobile devices. Your presentation should be created to allow the attendee to view a presentation in its entirety in approximately five minutes, as most attendees spend between 2 to 10 minutes viewing an electronic presentation. Users will access the system beginning in early September and must complete their presentation by early November. Additional information will be provided after acceptance notices in late July.

    c.   *Stand-alone computer displays* that are web-based applications which use an application server, CGI script, or access a custom database. RSNA will provide a table, two chairs, standard electrical service, and rental computer equipment (up to an expense of $600). Hardware requirements that are difficult for RSNA to obtain and support will be the responsibility of the exhibitor. Ethernet connections may be requested at the time of computer equipment ordering. For stand-alone computer module displays in the informatics section only, a second table may be requested. Information on ordering computer equipment will be forwarded in July.

Kuo York Chynn Neuroradiology Research Award: The top scientific paper, as selected by the Scientific Program Committee in the Neuroradiology section, will earn a $3,000 award recognition.

Trainee Research Prizes include $1,000 and a certificate to each winning resident, fellow, and medical student. Scientific abstracts submitted by residents, fellows, physics trainees and medical students will undergo the usual peer review process. Non-imaging trainees are eligible if they are mentored by a member of the RSNA, AAPM or ASTRO. If accepted for presentation, the authors will receive a letter of invitation to submit a more detailed abstract for consideration of the Trainee Research Prize.

CME Credit: Applied science presentations have been designated for *AMA PRA Category 1 Credit*™.

Notification of the status of applied science presentations will be sent electronically to the designated contact and presenter in late July.

Education Exhibit Presentations

Education exhibits should be designed to teach or review radiologic signs, pathologic correlations, procedures, techniques, treatments, and interventions or other aspects related to the practice of imaging. Some educational exhibits may refer to authors' personal research data in the exhibit to emphasize educational points. If the aim of the exhibit, however, is to present focused research data and conclusions, this work should be submitted as a scientific presentation.

Abstracts are limited to 1350 characters and are to be constructed using the following section headings: Teaching Points; Table of Contents/Outline; PDF Upload.

A PDF upload containing five (5) figures **must** accompany your abstract submission. The intent of the required PDF upload is to inform the reviewer of the specific content that the learner should expect to see in a completed exhibit. Your opportunity for acceptance largely depends on what the reviewer perceives as a well thought out study rather than a promissory note.

Your single PDF file can contain up to 5 slides and may include any combination of images, charts, or graphs based on work performed at the author's institution. The figures (images, charts, or graphs) contained in the PDF upload are intended for review purposes only; they will not be published on the online program.

To preserve the anonymity of patients and research subjects, authors/presenters must remove all potentially identifying information—including patient likenesses, identification numbers, names, initials, etc.—from images, charts, graphs, tables, and text before being displayed at the Annual Meeting.

For photographs, video, computerized renderings, or 3-D reconstructions of patients, a cropped or adequately masked image that excludes identifiable features may be acceptable. **Note**: The simple masking of eyes in photographs is not sufficient to preserve anonymity.

The official representative of the abstract proposal must attest that the five figures (images, charts, graphs) captured in PDF format are original works performed at the author's institution and if accepted a minimum of 75% of the final exhibit (text and media) will consist of original work performed at the author's institution(s).

Abstracts submitted to multiple program areas from the same author(s) or institution on identical or similar topics will be withdrawn by RSNA at its discretion. Any application determined by the review committee to be better suited as a scientific presentation will be transferred.

Display Format
Education exhibits may be presented in backboard panel (hard-copy poster) format or digital (computer) format. You may indicate your format preference on the Questions tab of the submission site. Descriptions of format options follow below:

   a.   *Backboard* viewing panels for traditional hard copy poster exhibits are available in 2 or 4 meter widths. The panel height is 1.25 meters high. A maximum width of 4 meters may be requested for a single exhibit. All items in a backboard panel exhibit, including text and captions, must be in opaque form. Actual display width is approximately two inches less than indicated above.

   b.   *Computer exhibits* should be designed to demonstrate teaching points in ten minutes or less.

   1.   Computer exhibits that are in slide show format derived from your PowerPoint presentation will be displayed as Digital Presentation System exhibits. Your PowerPoint file will be converted to multiple video formats to accommodate viewing of your presentation on computers and mobile devices. Your PowerPoint presentations should be created to allow the attendee to view a presentation in its entirety in approximately five minutes, as most attendees spend between 2 to 10 minutes viewing an electronic presentation. You will prepare your PowerPoint presentation on your local drive and upload it to the RSNA Digital Presentation System. Various types of digital media (images, video, etc) can be uploaded into the system to enhance your presentation. Users will access the system beginning in early September, and must complete their presentation by late October. Additional information will be provided after acceptance notices in late June.

Education Exhibit Presentations (continued)

> The 75 click limit **includes** slide transition clicks. Your electronic slide show presentation will be limited to 75 clicks regardless of how many slides are used. The slide limit of 35 is unchanged for 2019.

> 2. Computer exhibits that are web-based applications which use an application server, CGI script, or access a custom database will be displayed as *stand-alone computer displays.* RSNA will provide a table, two chairs, standard electrical service, and rental computer equipment (up to an expense of $600). Hardware requirements that are difficult for RSNA to obtain and support will be the responsibility of the exhibitor. Ethernet connections may be requested at the time of computer equipment ordering. For stand-alone computer displays in the informatics section only, a second table may be requested. Information on ordering computer equipment will be forwarded in early July.

To request a change in exhibit display format or receive more information about each display format, please contact RSNA Program Services via email at programs@rsna.org no later than July 12. After July 12 no further requests for change in format or additional modules (informatics exhibits only) will be accepted.

CME Credit

Special provisions will be made for *AMA PRA Category 1 Credit*[TM] accreditation of selected exhibits. These exhibits will be selected by the Education Exhibits Committee. If selected as an *AMA PRA Category 1 Credit*[TM] activity, one of the exhibit authors must be present once during the week on an assigned date and time to give a presentation during the RSNA Annual Meeting.

Education Exhibit Awards

All eligible education exhibits will be judged by a committee appointed by the RSNA Board of Directors. **Please note, for hardcopy and standalone formats, the committee will only judge those exhibits that have uploaded a PDF file of their presentation through our Digital Presentation System**.

Exhibit Staffing

Authors of exhibits selected as *AMA PRA Category 1 Credit*[TM] activities agree to be available for one hour at a designated time and date to discuss their exhibit with attendees. Notification of date and time will be forwarded in late June.

While staffing of exhibits is not mandatory except as outlined above, it adds substantially to the exhibit's educational value. Authors are encouraged to staff their exhibits as their schedules permit to answer questions and discuss their exhibits with attendees.

Acceptance Notification Date:

Notification of the status of education exhibit submissions will be sent electronically to the designated contact in late June.

Quality Improvement Report Presentations

Quality Improvement Report abstracts describe quality assessment and improvement initiatives in the field of radiology that have taken place in your institution to improve the care or service you provide to patients. All Quality Improvement Report presentations require an in-person presentation. Date and time will be announced following notice of acceptance.

Abstracts are limited to 750 words and should contain the following elements: Project Title; Purpose—problem addressed by the project; Methods—approach used to solve the problem; Results—types of data collected before and after your solution was implemented and how the data were analyzed; Conclusion—implications and follow-up actions taken. A figure to support your work must accompany your submission [figure must be captured in a single .pdf file and is limited to an image(s) and/or graph(s)].

To preserve the anonymity of patients and research subjects, authors/presenters must remove all potentially identifying information—including patient likenesses, identification numbers, names, initials, etc.—from images, charts, graphs, tables, and text before being displayed at the Annual Meeting.

For photographs, video, computerized renderings, or 3-D reconstructions of patients, a cropped or adequately masked image that excludes identifiable features may be acceptable. **Note**: The simple masking of eyes in photographs is not sufficient to preserve anonymity.

Abstracts submitted to multiple program areas from the same author(s) or institutions on identical or similar topics will be withdrawn by RSNA at its discretion. Any abstract determined by the review committee to be better suited as a scientific presentation or education exhibit will be transferred.

Display Format
Hard-copy posters are the preferred choice of submission. The display format will factor in to the awards assessment. Quality Improvement Report exhibits may be presented in backboard panel (hard-copy poster) format or electronic format. You may indicate your format preference on the Questions tab of the submission site. Descriptions of format options follows below:

a.   Traditional hard copy poster exhibits: Backboard viewing panels are available in 2 or 4 meter widths. The panel height is 1.25 meters high. A maximum width of 4 meters may be requested for a single exhibit. All items in a backboard panel exhibit, including text and captions, must be in opaque form. Actual display width is approximately two inches less than indicated above.

b.   Electronic presentations: You will prepare your PowerPoint presentation on your local drive and upload it to the RSNA Digital Presentation System. Various types of digital media (images, video, etc) can be uploaded into the system to enhance your presentation. The uploaded PowerPoint presentation is converted to multiple video formats to accommodate viewing on computers and mobile devices.

        Your presentation should be created to allow the attendee to view a presentation in its entirety in approximately five minutes, as most attendees spend between 2 to 10 minutes viewing an electronic presentation. Users will access the system beginning in early September, and must complete their presentation by early November. Additional information will be provided after acceptance notices in late June.

To request a change in exhibit display format or receive more information about each display format, please contact RSNA Program Services via email at programs@rsna.org no later than July 12.

The Radiological Society of North America requires that all abstracts submitted for presentation at its annual scientific assembly be original work, not previously presented at other national or international radiological society meetings and not previously submitted for publication prior to the abstract submission deadline date. An abstract which includes an increased number of cases and demonstrates a significant change in results is considered new research; therefore, the work is eligible for consideration. If an abstract merely reflects an increase in the number of cases with no significant difference in the results, it will not be considered. (Please see General Information>Previously Presented/Published Policy and Post-meeting Publication Policy for more information.)

<u>**Quality Improvement Report Presentations**</u> (continued)

CME Credit: Quality Improvement Report presentations have been designated for *AMA PRA Category 1 Credit*™. Authors of accepted Quality Improvement Report abstracts must be available during the week for a scheduled 30-minute session to discuss their project with attendees in the Learning Center. Additional instructions will be provided at time of acceptance notice.

Quality Improvement Report Award: All Quality Improvement Report exhibits that have been accepted for exhibit, follow the guidelines, and submit their work by the published deadline (deadline provided at acceptance time) will be judged. Announcement of the award winners will be made at the beginning of the Wednesday afternoon, Annual Oration in Radiation Oncology session.

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For questions or information, please contact:

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820 Jorie Blvd, Oak Brook, IL 60523
 877-776-2227 (within US) 630-590-7774
(outside US)
programs@rsna.org

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