# TABLE OF CONTENTS

New Changes for 2018 AAN Annual Meeting ................................................................................. 2
Abstract Presenter General Information ....................................................................................... 3
Poster Presenter Policies and Guidelines ....................................................................................... 4
Platform Presenter Policies and Guidelines ..................................................................................... 5
ePoster Presenter Policies and Guidelines ...................................................................................... 6
Before You Go: Deadlines at a Glance ........................................................................................... 7
2018 Annual Meeting Science Initiatives ......................................................................................... 7
NEW CHANGES FOR 2018 AAN ANNUAL MEETING

The American Academy of Neurology is implementing some exciting new changes for the 2018 Annual Meeting that attendees should understand as they begin planning their trip:

- **New Program Innovations**
  - Spanish Language Programming will be offered in a variety of topics and formats, including education courses and experiential learning areas, taught entirely in Spanish.
  - Career Focused Tracks will make navigating the meeting easier than ever, with focused programming geared specifically toward a variety of neurology professionals.
  - Specialty Tracks for those unable to stay for the whole meeting will maximize your time in Los Angeles with six tracks that will take place on consecutive days and help you get the most out of a shorter trip.
  - For more information on new program innovations, visit: New Program Innovations.

- **Expanded Experiential Learning Areas**
  - Get ready to experience interactive, totally flexible, and new ways of exploring, engaging, and learning throughout each day of the Annual Meeting. Experiential learning areas will offer a variety of real-world experiences designed to engage you intellectually, emotionally, and socially while serving up fresh ideas to help you personally and professionally. For more information, please visit: Experiential Learning Areas.

- **70th Anniversary Celebration**
  - Join us on Sunday, April 22 from 7:00 p.m. – 11:00 a.m. at Universal Studios to celebrate 70 years of the AAN! This family-friendly event is free only to the first 4,000 registered Annual Meeting attendees who RSVP for the celebration! Reserve or purchase additional tickets for $115 before March 29. For more information, please visit: 70th Anniversary Details.

- For more information on the 2018 AAN Annual Meeting, please visit: 2018 Annual Meeting.

2018 ABSTRACT PRESENTER INFORMATION

Thank you for sending your work to the American Academy of Neurology’s Annual Meeting. The Science Committee is committed to presenting the best neuroscientific research at its Annual Meeting and the AAN staff strives to support you. If you have any questions, please feel free to contact us at science@aan.com.

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

1. CONFIRM YOUR 2018 AAN ANNUAL MEETING PARTICIPATION

To assist the AAN with 2018 Annual Meeting planning, please confirm your participation for this presentation by following the link provided in your notification letter.

2. COMPLETE THE LETTER OF AGREEMENT AND UPDATE YOUR DISCLOSURE STATEMENT

To address attendees’ concerns over undue industry influence at scientific programs, the Science Committee developed the AAN Letter of Agreement. Please log on to the following website to sign the AAN Letter of Agreement: Letter of Agreement/Disclosure Statement. The disclosure information you provided at the time of your submission will be made available to meeting attendees on the AAN website prior to the start of the meeting.

In addition, all session presenters must provide meaningful disclosure at the start of each presentation. Please make sure to include disclosure information for you and all of your co-authors. All co-authors will be contacted separately by the AAN to confirm their disclosure statements. Please log on to the following website if you need to update the disclosure information that was included at the time of abstract submission: Letter of Agreement/Disclosure Statement.
Please note that disclosure information is NOT based on a specific abstract but should cover any commercial financial relationship or other relationship that you or your immediate family has had in the past year.

3. REGISTER FOR THE 2018 AAN ANNUAL MEETING
All abstract presenters must pay the meeting registration fee. If you are unable to attend the Annual Meeting, and a co-author is presenting for you, then only your co-author would need to register. To register for the Annual Meeting and reserve your housing, go to https://www4.cmrreg.com/aanam2018/ or call Convention Management Resources (CMR) at (800) 676-4226 (USA/Canada) or (415) 979-2283 (International). The housing deadline is March 2, 2018. The early registration deadline is March 29, 2018.

Medical students receive gratis registration to the Annual Meeting. There are two ways to access it:
2. Register online for the meeting, but do not complete payment. Provide a copy of your current student ID through the Registration & Housing Support Center to have your registration fee adjusted to the Student rate.

GENERAL INFORMATION

JOIN THE AAN TODAY AND SAVE ON REGISTRATION
Join the AAN today and you’ll save on registration, housing, travel, and more at the next Annual Meeting. As an AAN member you’ll not only save on your Annual Meeting costs, but you’ll also be able to take advantage of other great Academy benefits online through the AAN website. Reap benefits, including a subscription to the journal Neurology®, discounts on AAN products, services, and events; and access to colleagues through the exclusive AAN Online Member Directory. Learn more about member benefits and savings at https://www.aan.com/membership/join-the-aan/.

MULTIPLE ACCEPTED ABSTRACTS
If you had more than one abstract accepted, we ask that you consider having a co-author present one of the abstracts. If you are unable to present your poster, but are able to have a co-author present, please inform the AAN Scientific Programming Team, at science@aan.com.

WITHDRAWING AN ABSTRACT
Withdrawal requests are permitted until April 9, 2018. However, not all withdrawals will be reflected in print or online publications depending on when the withdrawal request is made. Under only extraordinary circumstances should you withdraw your presentation. If you are unable to find a replacement and must withdraw an abstract, AAN staff should be notified at science@aan.com. Please include the abstract title, ID number, and the presenter’s name. Authors should also provide reasoning for the withdrawal. Authors not notifying AAN staff of withdrawal, notifying AAN staff after April 9, 2018, or not providing a appropriate reason for withdrawal will be subject to sanctioning per the Science Committee. Because of the limited number of abstracts that are able to be accepted, authors are expected to make all efforts to attend the AAN Annual Meeting to present their accepted abstract. Your payment will not be refunded if you withdraw your abstract. Last-minute emergency cancellations during the Annual Meeting should be communicated to AAN staff in Meeting Administration.

NON-SANCTIONED HIGHLIGHTS
An increasing number of commercial organizations are offering highlights (unofficial communications) of annual meetings, including that of the American Academy of Neurology. At times, individuals from these organizations may indicate that they have some relationship with the Academy, and will ask for you to provide illustrations or tables, or major elements of your presentation for inclusion. While it is the goal of the Academy to bring material presented at the Annual Meeting before the public and the profession, please know that any communication regarding your presentation will only come from the AAN or its official vendor partners (that will be clearly noted as such), and not an outside organization. Abstract Presenters participating in such unofficial communications without AAN consent may face sanctions by the Science Committee. Moreover, you should know that if you allow extensive inclusion of material in any commercial presentation, you might jeopardize the potential to have this material published in a peer-reviewed journal, such as Neurology.
ONLINE ABSTRACT SITE AND POSTER PRINTING SERVICES

The American Academy of Neurology will once again offer a poster printing service for the 2018 Annual Meeting. Additional details on the printing service will be sent to presenters in the coming weeks. Presenters will be able to upload their poster file and then pick up the poster onsite at the Annual Meeting. Presenters can also elect to upload their poster file for inclusion on the online abstract website. The full text of the abstracts will be posted online on AAN.com on March 1. The poster files will then be available for viewing at the time of the Annual Meeting.

POSTER PRESENTER POLICIES AND GUIDELINES

Poster should be self-contained and self-explanatory. All illustrations and lettering should be prepared beforehand. The poster display is not to be solely the typed manuscript pinned to the poster board.

- All posters must provide meaningful disclosure on the poster.
- It is essential that authors be available during the stand-by times of the assigned session.
- Attendees expect authors to be willing to engage in dialogue about the work displayed.
- Author is to supplement or discuss particular points raised in inquiry.
- Remember that the time spent at each poster figure is determined by the viewer, not the author, as in the case of slide presentations.

PLANNING

- **Equipment supplied by the AAN:**
  - Poster number (in upper left corner)
  - Velcro/push pins

ILLUSTRATIONS

- Figures should be designed to be viewed from a distance.
- Use clear, visible graphics and large type.
- The main points should be clear without extended viewing, but detail can be included.
- Each figure or table should have a heading of one or two lines in very large type. Additional information should be provided below in a legend set in 16 point or larger type.
- Consider organizing illustrations and text using a grid plan in columns rather than in rows.

TEXT

- Minimize narrative.
- Use large type in short, separated paragraphs with unjustified (ragged right) margins.
- Numbered or bulleted lists are effective ways to convey a series of points.
- Do not set entire paragraphs in uppercase (all capitals) or boldface type.
- An introduction should be placed at the upper left and a conclusion at the lower right, both in large type.
- It is not necessary to post a copy of the abstract.
- QR codes are allowed, but they must link to scientific information only. They should not link to promotional or marketing material.
- Pharmaceutical company logos are not allowed to be used on posters.

TITLE

- Prepare a banner for the top of the poster indicating the abstract title, author(s) and affiliations(s). (The poster number is identified in your abstract acceptance letter).
- Lettering for this information should be no less than 48 points (we suggest Arial or Helvetica) for the title and slightly smaller for the authors' names.
- The subheading should not be less than 20 points.
After the text is printed, it should be enlarged 1.5- or 2-fold. The audience will be standing from three to six feet away from the poster, and the lettering should be easily legible from that distance.

**LAYOUT**
- If illustrations or other materials are dry-mounted on stiff cardboard, make sure they are thin enough to be tacked easily to the poster board.
- You may want to group logically consistent sections or columns of the poster on backgrounds of the same color.
- The sequence of illustrations should be indicated with numbers or letters at least one inch high.
- Keep the display sparse and neat.

**DISCLOSURE**
Please include a statement listing any disclosure information or conflict of interest for all authors.

**POSTER SCHEDULE**
There are six scheduled daily poster sessions throughout the meeting:
- Poster Session 1 - Sunday, April 22, 11:30 am – 5:30 pm
- Poster Session 2 - Monday, April 23, 11:30 am – 7:00 pm
- Poster Session 3 - Tuesday, April 24, 11:30 am – 7:00 pm
- Poster Session 4 - Wednesday, April 25, 11:30 am – 7:00 pm
- Poster Session 5 - Thursday, April 26, 11:30 am – 7:00 pm
- Poster Session 6 - Friday, April 27, 11:30 am – 5:30 pm

Authors should check the schedule to identify the assigned session and poster location.

**Please adhere to the following schedule:**
- Poster Session 2 - 5 presenters may set up the display between 11:00 a.m. and 11:30 a.m. and must be available to discuss the presentation from 5:30 p.m. to 7:00 p.m. The posters should remain on display until 7:00 p.m. and must be removed immediately following the poster session.
- Poster Session 1 and 6 presenters may set up the display between 11:00 a.m. and 11:30 a.m. and must be available to discuss the presentation from 4:00 p.m. to 5:30 p.m. The posters should remain on display until 5:30 pm and must be removed immediately following the poster session.

**POSTER TAKE DOWN**
**NOTE:** Poster presenters may indicate if they would like to have their poster(s) taken down for them by AAN staff at the conclusion of the session. There will be a $50 fee for poster removal. If presenters want to take their own poster down, posters must be removed by the end of the session or they will be charged the poster removal fee. This is to encourage a clean atmosphere for poster presenters and meeting attendees, as well as maintaining a green meeting environment. All posters left up after the designated removal times will be put in a poster drop-off zone in the poster session room and thrown away at the end of the day.

**PLATFORM PRESENTER POLICIES AND GUIDELINES**

**OVERALL ROLE OF A SCIENTIFIC PRESENTER**
- To provide audience with meaningful disclosure at the start of presentation.
- To present a carefully planned, well organized, and rehearsed paper in 8 minutes.
- To illustrate major points with properly prepared visuals and/or examples.
• To respond directly to questions raised in the discussion.

PREPARING THE PRESENTATION
• **NOTE:** The presentation is limited to 12 minutes. Only a few points can be made in this time; therefore, the presentation must be focused. Please plan a 8-minute presentation and 4 minutes for questions.
• Avoid lengthy introductions. One simple declarative statement should suffice.
• Remember that conclusions come at the end; therefore, avoid the cut-off of your presentation before conclusions have started.
• Be prepared to tie in relevance at the end of your presentation.
• It is requested that you electronically send your presentation to the audiovisual company (PSAV) before the meeting. You will receive an email when the site is ready to begin accepting presentations.

TIPS FOR POWERPOINT PRESENTATIONS
• All presenters must use computer-generated presentations. Physical slides will not be allowed.
• All disclosure information must appear on the first slide.
• Slides should not indicate or identify any commercial company, hospital, department, or practice affiliation. Affiliations may be listed on the title slide, but not throughout the presentation.
• Font size should be 14 or greater with no more than 40 letter spaces per typed line and no more than 7 double-spaced typed lines per slide.
• Type color should be white or yellow on a blue background for better visibility.

DELIVERY OF THE PRESENTATION
• Sound systems in large meeting rooms produce echoes. To be understood, you must speak slowly and deliberately. If you speak at your normal conversational rate, your words will run together and become unintelligible.
• A good approach is to plan your talk for eight minutes and then consciously slow it down while presenting.

STAYING ON SCHEDULE
• As noted above, each presentation is limited to 8 minutes. Co-chairs are asked to strictly adhere to this time limit so as to treat all presenters fairly and to avoid impinging on subsequent sessions.
• Respond to questions succinctly.
• The presenter will have four minutes to answer questions from the floor and from co-chairs. No invited discussants will participate.

ONSITE AT THE ANNUAL MEETING
• Check in with the co-chairs prior to the beginning of the session.

EPOSTER PRESENTER POLICIES AND GUIDELINES

BACKGROUND
ePoster presentations are presented with a digital monitor instead of a traditional poster board to highlight compelling visual features such as images, videos, graphics, and models. All ePosters will be displayed on large touch screen monitors, and are meant to be interactive. Attendees will be able to advance ePosters by touching the screen, or navigate to hyperlink buttons for a more customized experience. New this year: ePosters will be presented in semi-private viewing areas to allow for a more interactive and dynamic engagement with attendees.

Presenters will upload their work electronically, and will receive an email when the site is ready to begin accepting presentations. There are two groupings of ePosters in each poster session throughout the week.
PREPARING THE PRESENTATION

- ePoster presentations are created using PowerPoint. AAN ePosters should contain a maximum of no more than six slides.
- While setting up the presentation, the slide aspect ratio should be 16:9. This is now the default aspect ratio in the newer versions of PowerPoint. If you’re using PowerPoint 2010 or older, you will have to change the aspect ratio from 4:3 to 16:9. (Design tab -> Page Setup -> “Slides sized for:” -> Choose “On-screen Show (16:9)”)
- Complete details on how to prepare the presentations will be emailed to presenters separately.

TIPS FOR EPOSTER PRESENTATIONS

- Acceptable image file formats include: JPEG, GIF, TIFF, BMP, PNG.
- Acceptable video file formats include: WMV, MOV, MP4, AVI.
- Arial and Helvetica fonts are recommended for clarity and compatibility. Light colored text on a dark background is advised. Avoid using red or green.
- **NOTE:** Please stop by the Speaker Ready Room in the Los Angeles Convention Center to test the functionality of your presentation before your scheduled date and time.

BEFORE YOU GO- DEADLINES PRIOR TO MEETING

<table>
<thead>
<tr>
<th>DATE</th>
<th>DEADLINE</th>
</tr>
</thead>
<tbody>
<tr>
<td>MARCH 2, 2018</td>
<td>Housing Deadline</td>
</tr>
<tr>
<td>MARCH 29, 2018</td>
<td>Early Registration Deadline</td>
</tr>
<tr>
<td>APRIL 9, 2018</td>
<td>Abstract Withdrawal Deadline</td>
</tr>
</tbody>
</table>

2018 ANNUAL MEETING SCIENCE INITIATIVES

<table>
<thead>
<tr>
<th>DATE</th>
<th>EVENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>SATURDAY, APRIL 21, 2018</td>
<td>Hot Topics Plenary Session 4:15 p.m. – 5:30 p.m.</td>
</tr>
<tr>
<td>SUNDAY, APRIL 22, 2018</td>
<td>Presidential Plenary Session 9:15 a.m. – 12:00 p.m.</td>
</tr>
<tr>
<td>MONDAY, APRIL 23, 2018</td>
<td>Contemporary Clinical Issues Plenary Session 9:15 a.m. – 11:30 a.m.</td>
</tr>
<tr>
<td></td>
<td>Invited Science: Headache 3:30 p.m. – 5:30 p.m.</td>
</tr>
</tbody>
</table>
### NEUROSCIENCE IN THE CLINIC SESSIONS

Neuroscience in the Clinic (NIC) programs are returning for the 2018 Annual Meeting after debuting at the 2017 Annual Meeting. These sessions are designed to bring cutting-edge scientific research together with clinical application. The two-hour highly-integrated sessions will feature case presentations, invited discussants, and abstract presentations. There will be a total of seven NIC programs in 2018.

### PUBLICATION AND CITATION INFORMATION

The abstracts will also be published online at Neurology.org in April. Information on how to cite 2018 Annual Meeting abstracts will be available online at AAN.com after the Annual Meeting.

For more information, please visit the 2018 AAN Annual Meeting website: [2018 Annual Meeting](https://www.aan.com/meetings/2018/).