TABLE OF CONTENTS

2023 Abstract Presenter Information ................................................................. 2
Poster Presenter Policies and Guidelines ............................................................ 3
In-person poster presenter details ........................................................................ 4
Platform (oral) Presenter Policies and Guidelines ............................................ 5
Publication and citation information .................................................................... 6
General Information ............................................................................................. 6
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 Katie Anderson, Senior Scientific Programming Conference Administrator, at science@aan.com.

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

1. COMPLETE THE LETTER OF AGREEMENT AND UPDATE YOUR DISCLOSURE STATEMENT
   As a presenter, please start by logging into the online participant portal at www.aan.com/msa/presenters and completing the following steps no later than March 10, 2023.

   Username: <Your AAN ID>
   Password: <Your AAN Password>

   *If you do not remember your AAN ID and password, please contact member services at memberservices@aan.com or (800) 879-1960 or (612) 928-6000 (International)
   1. Enter the Portal and select the 2023 Annual Meeting
   2. Click on your program title in green
   3. Complete the AAN On-Line Letter of Agreement
   4. Update your 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.

   The presentation must include the presenter’s disclosure information – both what is directly relevant to the work, as well as any other disclosure information. The disclosure information that is relevant to the work should be in larger font and bolded and the speaker should give a summary of this information prior to beginning their presentation.

   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.

2. REGISTER FOR THE 2023 AAN ANNUAL MEETING
   All abstract presenters must register and pay the registration fee for the Annual Meeting. We have extended the early registration rate for abstract presenters. Register by March 30th at 11:59pm Central time with the code below to receive the early registration rates.

   Follow the instructions below to register:
   1. Go to https://reg.cmrus.com/aanam and log in with your AAN ID and password
   2. On the first page, enter the Invitation code SOINFNY9 and press “Apply”
   3. Once the invitation code is applied, press “Register Now” and complete the following page with your information.
   4. Select Full Registration and complete your registration and pay.
   5. If you have already registered for the meeting and don’t need to make any changes to your registration, no action is needed. If you need assistance or would like to upgrade your registration, contact AAN Registration Assistance at aanamsupport@cmrus.com.
POSTER PRESENTER POLICIES AND GUIDELINES

OVERALL ROLE OF A SCIENTIFIC PRESENTER

• To provide audience with meaningful disclosure at the start of presentation.
  ○ The presenter’s disclosure information must be included – both what is directly relevant to the work, as well as any other disclosure information. The disclosure information that is relevant to the work should be in larger font and bolded and the speaker should give a summary of this information prior to beginning their presentation.

• To illustrate major points with properly prepared visuals and/or examples.

• To respond directly to questions raised in the discussion.

• Presenters are required to use generic names instead of corporate brands when presenting.

• An individual employed by an ACCME-defined “commercial interest” should present on the basic science research (e.g., pre-clinical research, drug discovery) or the processes/methodologies of research, themselves unrelated to a specific disease or compound/drug. In these circumstances, the faculty, if an industry employee, will be not be permitted to present content that is related to clinical applications of the research/discovery or clinical recommendations concerning the business lines or products of their employer.

PREPARING THE PRESENTATION

• All posters should be created using PowerPoint. The minimum version preferred for both PC and Mac is PowerPoint 2011 or newer.

• You will have the choice of a single- or multi-slide format for your poster presentation.

• Aspect ratio for all posters is 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)”)

• For the multi-slide format, all Poster slides must be set to advance on click. (Transitions tab -> Advance Slide -> Be sure “On Mouse Click” box is checked)

• All multi-slide Poster presentations should be set to loop. (Slide Show tab -> Set Up Slide Show -> Show Options -> Be sure “Loop continuously until ‘Esc’” box is checked)

For questions or technical support, please contact Encore, the AAN’s official AV partner, at support@psavds.com.

IMAGES AND VIDEOS

• Use clear, visible graphics and large type.

• Acceptable image file formats include: JPEG, GIF, TIFF, BMP, PNG.

• Acceptable video file formats include: WMV, MOV, MP4, AVI.

• Videos should be set to either play on click or advance from a hyperlink button.

• Audio and video files will need to be embedded into the PowerPoint.

TEXT

• Minimize narrative.

• Numbered or bulleted lists are effective ways to convey a series of points.

• 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.

• Presenters are highly encouraged to include contact information, if comfortable, in case of offline questions.
IN-PERSON POSTER PRESENTER DETAILS

The AAN is excited to announce that the poster hall will be completely digital! As a presenter, this gives you the opportunity to stay on the cutting-edge trend we’re starting to see at other subspecialty meetings while allowing the AAN to limit the amount of waste that is generated with traditional poster presentations. Your presentation will now be given on a touch screen digital monitor and will allow you to use compelling visual features such as images, videos, graphics, and models.

All posters will be displayed on 55” touch screen monitors and are meant to be interactive. Presenter and attendees will be able to advance posters by touching the screen or navigate using hyperlink buttons for a more customized experience.

This year’s poster hall will once again be structured into topic-related Poster Neighborhoods. There will be a total of 13 different Poster Neighborhoods for each of the daily poster sessions. Your neighborhood number indicates the physical location of the poster grouping. The presentation number represents the specific digital monitor where your presentation will be displayed.

- 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 is determined by the viewer, not the author.

PLANNING

- The AAN will supply all equipment necessary for a digital presentation. Presenters are responsible for uploading their presentation in the Speaker Ready Room at least 24 hours prior to their presentation.

IN-PERSON POSTER SCHEDULE

Please adhere to the following schedule:

- Posters must be uploaded in the Speaker Ready Room at least 24 hours prior to your presentation time. A/V staff will display your poster on your assigned screen at your designated time in the poster hall.
- You, the presenter, or a co-author should stand by the poster during your allotted 1-hour time. Your poster will only be available in the poster hall during your designated standby time and will not be made available to meeting attendees ahead of time.
- Our virtual poster hall will be available on the AAN’s virtual platform for the duration of the meeting through November 15, 2023. This offers attendees even more opportunities to view your science. Your poster file will automatically pull over into the online gallery and be available immediately following your poster standby time.

There are 14 scheduled daily poster sessions throughout the meeting:

- Sunday, April 23
  - Poster Session 1: 8:00 a.m. to 9:00 a.m.
  - Poster Session 2: 11:45 a.m. to 12:45 p.m.
  - Poster Session 3: 5:30 p.m. to 6:30 p.m.
- Monday, April 24
  - Poster Session 4: 8:00 a.m. to 9:00 a.m.
  - Poster Session 5: 11:45 a.m. to 12:45 p.m.
  - Poster Session 6: 5:30 p.m. to 6:30 p.m.
- Tuesday, April 25
  - Poster Session 7: 8:00 a.m. to 9:00 a.m.
  - Poster Session 8: 11:45 a.m. to 12:45 p.m.
  - Poster Session 9: 5:30 p.m. to 6:30 p.m.
- Wednesday, April 26
  - Poster Session 10: 8:00 a.m. to 9:00 a.m.
EMERGING SCIENCE POSTER PRESENTER GUIDELINES

PREPARING THE PRESENTATION

Posters for Emerging Science sessions ES1 and ES2 will need to be printed and will not be available electronically. The AAN will not be supplying any printed poster materials.

The poster itself 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.

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

PLATFORM (ORAL) PRESENTER POLICIES AND GUIDELINES

OVERALL ROLE OF A SCIENTIFIC PRESENTER

- To provide audience with meaningful disclosure at the start of presentation.
  - The first slide of the presentation must include the presenter’s disclosure information – both what is directly relevant to the work, as well as any other disclosure information. The disclosure information that is relevant to the work should be in larger font and bolded and the speaker should give a summary of this information prior to beginning their 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.
- Presenters are required to use generic names instead of corporate brands when presenting.
- An individual employed by an ACCME-defined “commercial interest” should present on the basic science research (e.g., pre-clinical research, drug discovery) or the processes/methodologies of research, themselves unrelated to a specific disease or compound/drug. In these circumstances, the faculty, if an industry employee, will be not be permitted to present content that is related to clinical applications of the research/discovery or clinical recommendations concerning the business lines or products of their employer.

PREPARING THE PRESENTATION

- You will have 8 minutes to present your work, and 4 additional minutes for questions and answers.
- Be prepared to tie in relevance at the end of your presentation.
- You are required to electronically upload a version of your presentation to the audiovisual company (Encore) by April 6. This does not have to be your final version. Final presentations must be uploaded in the Speaker Ready Room at least 24 hours prior to your presentation.
POWERPOINT PRESENTATIONS REQUIREMENTS

- All presentations must be created using PowerPoint. The minimum version preferred for both PC and Mac is PowerPoint 2011 or newer.
- 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.

TIPS FOR 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. Session moderators 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.
- After the presentation, unless instructed otherwise, the presenter will have four minutes to answer questions from the floor and from the moderators. No invited discussants will participate.

ONSITE AT THE ANNUAL MEETING

- Check in with the moderators prior to the beginning of the session.

PUBLICATION AND CITATION INFORMATION

The abstracts will also be published online at Neurology.org in mid April. Information on how to cite 2023 Annual Meeting abstracts will be available online at AAN.com after the Annual Meeting.

GENERAL INFORMATION

AAN STATEMENT ON COMMERCIAL INTEREST PRESENTERS

The content of the accredited CME activity is limited to basic science research (e.g., pre-clinical research, drug discovery) or the processes/methodologies of research, themselves unrelated to a specific disease or compound/drug. In these circumstances, the faculty, if an industry employee, will not be permitted to present content that is related to clinical applications of the research/discovery or clinical recommendations concerning the business lines or products of their employer.

Speaker (including directors, faculty, co-chairs, and abstract authors) and industry (any entity producing, marketing, reselling, or distributing health care goods or services consumed by, or used on, patients) and their third-party representative guidelines

For AAN speakers:

- Directors are responsible for selecting speakers without influence from industry.
- Content creators are responsible for creating program content without influence from industry.

For industry employees and/or their third-party representatives:

- Industry employees cannot be AAN award recipients.
- Industry employees cannot serve as course directors.
• Industry employees cannot serve on CME content-creating committees (including the Meeting Management Committee, Science Committee, Education Committee, Conference Subcommittee, and Abstract Reviewers).
• Industry employees cannot serve as plenary session speakers.
• Persons, exhibitors, companies, or organizations must not display or demonstrate products, processes, or services; solicit orders; or distribute advertising materials anywhere in the exposition facility (outside of the Exhibit Hall) or in any hotel contracted by the AAN. This includes all programming areas (such as courses, poster and platform sessions, experiential learning areas, and AAN-associated events). The AAN does not allow industry promotion/advertising within 125 yards of the Convention Center or the Headquarters Hotel(s).
• Industry employees are permitted to be abstract authors.
• Industry employees responsible for creating content for CME activities (e.g. courses, platform sessions) may serve as course faculty and/or session speakers, provided that it falls into one of the following three categories:
  1. The content of the CME activity is not related to the business lines or products of their employer.
  2. The content of the accredited CME activity is limited to basic science research (e.g., pre-clinical research, drug discovery) or the processes/methodologies of research, themselves unrelated to a specific disease or compound/drug. In these circumstances, the faculty, if an industry employee, will not be permitted to present content that is related to clinical applications of the research/discovery or clinical recommendations concerning the business lines or products of their employer.
  3. Industry employees can participate as technicians in accredited CME activities that teach the safe and proper use of medical devices. In this circumstance, industry employees do not serve as faculty and cannot provide clinical recommendations concerning the business lines or products of their employer.

In instances where a company may be providing support for an Annual Meeting program:

• Industry supporters and/or their third-party representatives cannot create or influence content for education and scientific presentations.
• Industry supporters and/or their third-party representatives cannot supplement faculty travel expenses.
• Industry supporters and/or their third-party representatives cannot approach education and scientific program faculty concerning conference reports or other program summaries.
• Industry supporters and/or their third-party representatives cannot create any promotional materials (print, digital, social media, or otherwise) in relation to AAN education and/or science programs, including courses, posters and platform sessions, experiential learning areas, learner engagement centers, and AAN-associated events.

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-american-academy-of-neurology.

WITHDRAWING AN ABSTRACT
Withdrawal requests are permitted until April 14, 2023. 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 presenter 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 14, 2023, or not providing an 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.