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NEW CHANGES FOR 2017 AAN ANNUAL MEETING

As referenced in the abstract notification letters, the American Academy of Neurology is implementing some exciting new changes for the 2017 Annual Meeting that attendees should understand as they begin planning their trip:

- Neuroscience in the Clinic Sessions
  - These new sessions will feature a mix of scientists and clinicians actively engaged in lively case discussions to integrate scientific research with clinical application. Scientists will introduce and provide background on a case, including presentation of abstracts, and clinicians will apply the case to a patient. All will come together for audience Q&A.

- 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.

- Best of Science Sessions
  - Platform sessions that will bring together the top four abstracts rated the most important research by our reviewers and lead into the daily Plenary Sessions.

- Poster Session Neighborhoods
  - No more long aisles or rows, we’re clustering topic-related posters together into “neighborhoods” to enhance your discussions and make the posters easier to navigate!

- Discussion Sessions
  - Short discussion sessions will give platform sessions a new twist with invited speakers wrapping up the session with a discussion session.

- More information on these new endeavors can be found here: [New for 2017](https://tools.aan.com/annualmeeting/abstracts).

2017 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. COMPLETE THE LETTER OF AGREEMENT AND CONFIRM 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: [https://tools.aan.com/annualmeeting/abstracts](https://tools.aan.com/annualmeeting/abstracts). This must be completed by March 10, 2017. Presenters that do not complete their Letter of Agreement will NOT be able to participate.

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. We require that all authors verify their disclosure online for this purpose. 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 to confirm your disclosure statement: [https://tools.aan.com/annualmeeting/abstracts](https://tools.aan.com/annualmeeting/abstracts). This must be completed by March 10, 2017. 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. Presenters who do not complete their disclosure information online will NOT be able to participate.

2. REGISTER FOR THE 2017 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/aanam2017/ or call Convention Management Resources (CMR) at (800) 676-4226 (USA/Canada) or (415) 979-2283 (International). The housing deadline is March 8, 2017. The early registration deadline is March 30, 2017. We encourage you to register early since registration rates do increase after March 30, 2017.

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 or (612) 928-6088.

WITHDRAWING AN ABSTRACT

Under only extraordinary circumstances should you withdraw your presentation. If you are unable to find a replacement and must withdraw an abstract, AAN staff must also be notified. Presenters who do not notify the AAN office or withdraw their presentation after April 10 will be sanctioned. The AAN Science Committee will review all withdrawal requests after the Annual Meeting to determine if extraordinary circumstances necessitated withdrawing the abstract. Authors who are determined to not be facing extraordinary circumstances when withdrawing an abstract may face sanctions from the AAN. In 2016, the AAN sanctioned more than 50 abstract authors, which included a suspension of abstract-submitting privileges in 2017. 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 POSTER SITE AND POSTER PRINTING SERVICES

The American Academy of Neurology will once again offer an online poster website and poster printing service for the 2017 Annual Meeting. Additional information on both opportunities will be sent to presenters in the coming weeks.

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

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 rarely necessary to post a copy of the abstract.

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 23, 8:30 am – 5:30 pm
- Poster Session 2 - Monday, April 24, 8:30 am – 7:00 pm
- Poster Session 3 - Tuesday, April 25, 8:30 am – 7:00 pm
- Poster Session 4 - Wednesday, April 26, 8:30 am – 7:00 pm
- Poster Session 5 - Thursday, April 27, 8:30 am – 7:00 pm
- Poster Session 6 - Friday, April 28, 8:30 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 8:00 a.m. and 8:30 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 8:00 a.m. and 8:30 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

- **NEW THIS YEAR:** 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 five 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 done 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 custom experience.

Presenters will upload their work electronically, and will receive an email when the site is ready to begin accepting presentations.
The topics that have ePoster presentations are:
1) Movement Disorders
2) MS and CNS Inflammatory Disease
3) Cerebrovascular Disease and Interventional Neurology
4) Child Neurology and Epilepsy
5) Neuromuscular Disease
6) Aging, Dementia, Behavioral and Cognitive Neurology

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 Boston Convention and Exhibition 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>
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</thead>
<tbody>
<tr>
<td>MARCH 8, 2017</td>
<td>Housing Deadline</td>
</tr>
<tr>
<td>MARCH 10, 2017</td>
<td>Letter of Agreement and Disclosure Information due to AAN</td>
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<tr>
<td>MARCH 30, 2017</td>
<td>Pre-registration Deadline</td>
</tr>
<tr>
<td>APRIL 10, 2017</td>
<td>Abstract Withdrawal Deadline</td>
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</tbody>
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2017 ANNUAL MEETING SCIENCE INITIATIVES

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>SATURDAY, APRIL 22, 2017</td>
<td>Hot Topics Plenary Session</td>
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</table>

5:00 p.m. – 6:30 p.m.
SUNDAY, APRIL 23, 2017

Presidential Plenary Session
9:15 a.m. – 12:00 p.m.

MONDAY, APRIL 24, 2017

Contemporary Clinical Issues Plenary Session
9:15 a.m. – 11:30 a.m.
Invited Science: Headache
3:30 p.m. – 5:30 p.m.

TUESDAY, APRIL 25, 2017

Clinical Trials Plenary Session
9:15 a.m. – 11:30 a.m.
Invited Science: Neuro-oncology
1:00 p.m. – 3:00 p.m.

WEDNESDAY, APRIL 26, 2017

Frontiers in Neuroscience Plenary Session
9:15 a.m. – 12:00 p.m.

THURSDAY, APRIL 27, 2017

Controversies in Neurology Plenary Session
9:15 a.m. – 11:30 a.m.

FRIDAY, APRIL 28, 2017

Neurology Year in Review Plenary Session
9:15 a.m. – 11:30 a.m.

NEUROSCIENCE IN THE CLINIC SESSIONS

Neuroscience in the Clinic (NIC) programs are debuting as part of a revamped scientific program for 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 9 NIC programs in 2017.

PUBLICATION AND CITATION INFORMATION

Abstracts will be published online at Neurology.org in April. Information on how to cite 2017 Annual Meeting abstracts will be available online at AAN.com in April.

For more information, please visit the 2017 AAN Annual Meeting website: [https://www.aan.com/conferences/2017-annual-meeting/](https://www.aan.com/conferences/2017-annual-meeting/)