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NEW CHANGES FOR 2016 AAN ANNUAL MEETING

As referenced in the abstract notification letters, the 2016 American Academy of Neurology Annual Meeting will feature major changes and innovations that attendees should understand as they begin planning their trip:

- A revised meeting that runs for seven days—Friday, April 15 to Thursday, April 21
- One registration fee for the meeting that includes entry into most education courses, and no pre-registration is required (for most courses)
- Poster Sessions are now day-long sessions, instead of the traditional half-day sessions. More information on this can be found on page 4 under Poster Presenter Policies and Guidelines.
- New Experiential Learning Areas that are interactive areas that promote learning opportunities outside of the classroom. More information on these new areas can be found here: 2016 Experiential Learning Areas.

2016 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 three steps:

1. COMPLETE THE AAN ON-LINE LETTER OF AGREEMENT
   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. This must be completed by March 4, 2016. Presenters that do not complete their Letter of Agreement will NOT be able to participate.

2. CONFIRM 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. 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. This must be completed by March 4, 2016. 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.

3. REGISTER FOR THE 2016 AAN ANNUAL MEETING
   All abstract presenters must pay the meeting registration fee. To register for the Annual Meeting and reserve your housing, go to https://www4.cmrreg.com/aanam2016/ or call Convention Management Resources (CMR) at (800) 676-4226 (USA/Canada) or (415) 979-2283 (International). The housing deadline is February 24, 2016. The early registration deadline is March 24, 2016. We encourage you to register early since registration rates do increase after March 24, 2016. Hotel rooms at a negotiated convention rate are available on a first-come, first-served basis.
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 Nate Kosher, Senior Science Administrator, Annual Meeting & Conferences, at the Academy office at nkosher@aan.com or (612) 928-6088 immediately.

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, Mr. Kosher must also be notified. Presenters who do not notify the AAN office or withdraw their presentation after April 8 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 2015, the AAN sanctioned more than 40 abstract authors, which included a suspension of abstract-submitting privileges in 2016. Last-minute emergency cancellations during the Annual Meeting should be communicated to AAN staff in Meeting Administration, located in Room 105 at the Vancouver Convention Centre.

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.

CALL4POSTERS® AND IPOSTERS™
The American Academy of Neurology has partnered with Learner’s Digest International to provide you with the opportunity to create your poster online using the Call4Posters® service. In addition to this, you have the option to have your poster shipped directly to the meeting for on-site pick-up. This optional service is an easy and convenient way for you to prepare your poster for the annual meeting! You are not required to use this poster service; however, we hope you will find it a convenient and simple way to produce a professional poster at a reasonable price.
IPOSTERS™ INTERACTIVE POSTER HALL

We are also excited to provide you a convenient, professional service to maximize the exposure of your research – both during and after the meeting - with iPosters™.

Including your poster in the state-of-the-art iPosters™ technology ensures that:

- You will receive maximum exposure for your research.
- Your full poster – not just the abstract – will be available electronically as an enduring material from the annual meeting.
- Your poster will be included in an online, interactive, fully searchable poster database with the ability to magnify the poster content for detailed viewing, contact the author directly with comments or questions, bookmark posters for easy access on return visits, and much more.

Additional information on both opportunities will be sent 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
  - QR code, which attendees can scan to pull up an electronic copy of the abstract on their device

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.

POSTER BOARD SIZE

4 FT HIGH X 6 FT WIDE
**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- Saturday, April 16, 8:30 am – 7:00 pm
- Poster Session 2- Sunday, April 17, 8:30 am – 5:30 pm
- Poster Session 3- Monday, April 18, 8:30 am – 7:00 pm
- Poster Session 4- Tuesday, April 19, 8:30 am – 7:00 pm
- Poster Session 5- Wednesday, April 20, 8:30 am – 7:00 pm
- Poster Session 6- Thursday, April 21, 8:30 am – 5:30 pm

Authors should check the schedule to identify the assigned session and poster location. All poster sessions will be displayed in East Exhibit Hall BC of the Vancouver Convention Centre.

Please adhere to the following schedule:

- Poster Session 1, 3, 4, and 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 2 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 must be removed immediately following the poster session.
- NOTE: 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.

**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.
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 10 minutes.
- To illustrate major points with properly prepared visuals and/or examples.
- To respond directly to questions raised in the discussion.

PREPARING THE PRESENTATION

- The presentation is limited to 15 minutes. Only a few points can be made in this time; therefore, the presentation must be focused. Please plan a 10-minute presentation and 5 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 from PSAV 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 10 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.
BACKGROUND

ePoster presentations will be done using a digital monitor instead of a traditional poster board. ePosters should feature compelling visual components such as graphics, 3D models, and video. Presenters will upload their work electronically, and will receive an email from the AAN’s audiovisual partner, PSAV, when the site is ready to begin accepting presentations.

The topics that have ePoster presentations are:

1) Movement Disorders
2) General Neurology and Infectious Disease
3) MS and CNS Inflammatory Disease
4) Aging, Dementia, Cognitive, and Behavioral Neurology
5) Neuromuscular Disease and Epilepsy ePoster Session
6) Cerebrovascular Disease and Interventional Neurology

PREPARING THE PRESENTATION

- ePoster presentations are created using PowerPoint. While setting up the presentation, you must change from the default 4:3 slide ratio to a 16:9 ratio. To do this:
  - Open new presentation
  - Click Design, then Page Setp
  - Select 16:9 for the slides size

- Complete details on how to prepare your presentation will be emailed to presenters separately. For technical support while preparing an ePoster presentation, please email: content1@psavcms.com or call 214-210-8006.

TIPS FOR EPOSTER PRESENTATIONS

- Keep image size under 1024 x 768 when possible. Format as (.jpg), (.png), or (.bmp)
- Use short clips and keep video files under 20 MB when possible. Preferred format is (.wmv). Others allowed: (.avi), (.wav), or (.mov)
- Arial and Helvetica fonts are recommended for clarity and compatibility. Light colored text on a dark background is advised. Avoid using red or green.

BEFORE YOU GO - DEADLINES PRIOR TO MEETING

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>MARCH 4, 2016</td>
<td>Letter of Agreement and Disclosure Information due to AAN</td>
</tr>
<tr>
<td>FEBRUARY 24, 2016</td>
<td>Housing Deadline</td>
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<tr>
<td>MARCH 24, 2016</td>
<td>Pre-registration Deadline</td>
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<tr>
<td>APRIL 8, 2016</td>
<td>Abstract Withdrawal Deadline</td>
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</tbody>
</table>
# 2016 ANNUAL MEETING SCIENCE INITIATIVES

<table>
<thead>
<tr>
<th>Date</th>
<th>Session Title</th>
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<tbody>
<tr>
<td><strong>FRIDAY, APRIL 15, 2016</strong></td>
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<tr>
<td></td>
<td>Hot Topics Plenary Session</td>
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<td>5:30 p.m. – 7:00 p.m.</td>
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<td><strong>SATURDAY, APRIL 16, 2016</strong></td>
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<tr>
<td></td>
<td>Contemporary Clinical Issues Plenary Session</td>
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<td>9:00 a.m. – 11:30 a.m.</td>
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<td>Frontiers in Child Neurology: Cultivating Careers, Transitioning Care, and Highlighting Scientific Developments</td>
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<td>11:30 a.m. – 6:00 p.m.</td>
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<td><strong>SUNDAY, APRIL 17, 2016</strong></td>
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<td>Presidential Plenary Session</td>
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<td>9:00 a.m. – 12:00 p.m.</td>
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<td><strong>MONDAY, APRIL 18, 2016</strong></td>
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<td>Controversies in Neurology Plenary Session</td>
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<td>9:00 a.m. – 11:30 a.m.</td>
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<tr>
<td><strong>TUESDAY, APRIL 19, 2016</strong></td>
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<tr>
<td></td>
<td>Frontiers in Neuroscience Plenary Session</td>
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<td>9:00 a.m. – 11:30 a.m.</td>
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<td></td>
<td>Invited Science Session: Movement Disorders</td>
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<td>3:30 p.m. – 5:30 p.m.</td>
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<tr>
<td><strong>WEDNESDAY, APRIL 20, 2016</strong></td>
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<td>Clinical Trials Plenary Session</td>
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<td>9:00 a.m. – 11:00 a.m.</td>
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<td></td>
<td>Invited Science Session: Multiple Sclerosis</td>
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<td>3:30 p.m. – 5:30 p.m.</td>
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<tr>
<td><strong>THURSDAY, APRIL 21, 2016</strong></td>
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<td>Neurology Year in Review Plenary Session</td>
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<td>9:00 a.m. – 11:30 a.m.</td>
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**INTEGRATED NEUROSCIENCE SESSIONS (INS)**

These comprehensive programs provide in-depth subspecialty concentration around a topic using a combination of presentations. Each program includes invited speaker presentations, poster rounds, and data blitz (5 minute platform) abstract presentations.

INS abstract presenters will prepare a standard poster presentation and/or a data blitz presentation. AAN will be in contact with the INS authors to explain all of the details. There are a total of 14 INS programs in 2016.
SECTION TOPIC CONTROVERSIES

Section topic controversies will examine current controversies in a subspecialty field. Speakers will debate on a number of hot topics relating to both clinical and basic science.

   Monday, April 18, 1:00 p.m. to 3:00 pm
   Topic: The Role of Rest vs. Active Intervention Following Concussion

   Tuesday, April 19, 1:00 p.m. to 3:00 pm
   Topic: Autoimmune/Paraneoplastic Neurological Disorders: Update on Imaging and Antibody Testing

   Thursday, April 21, 1:00 p.m. to 3:00 pm
   Topic: Discontinuing Antiepileptic Drug Therapy Following Seizure Remission- Good Idea or Bad?

PUBLICATION AND CITATION INFORMATION

Abstracts will be published online at Neurology.org in April. Information on how to cite 2016 Annual Meeting abstracts will be available online at AAN.com in April.

For more information, 2016 AAN Annual Meeting website:
https://www.aan.com/conferences/2016-annual-meeting/home