

Education Exhibits

Subcommittee of Program

Function

Education Exhibits (printed) and Electronic Scientific Exhibits are important components of the educational base of the Society's Annual Meeting. They provide novel methods of disseminating educational material to Society members, representing both academic and clinical investigative works. These exhibits allow authors to present their works visually. Education Exhibits are graded by members of the Education Exhibits Subcommittee on their: 1) educational value; 2) scientific merit; 3) aesthetics; and 4) overall composition, and should remain on display and functional throughout the entire Annual Meeting.

Criteria, Review, Logistics, and Awards

Subject material should be primarily related to procedures and imaging of the adult brain, anatomy, head and neck, interventional, socioeconomics, pediatrics, and spine. This includes anatomy and basic pathology or physiology of the head, neck and spine, engineering and procedural developments, and clinical investigative work relating to these areas. The scientific aspects of the subject should be the primary intent of the exhibit. Commercial instruments and devices may be described, and full disclosure of company support by primary/contributing authors must be referenced in the submission process. Education Exhibits (printed or electronic) should not emphasize commercial products/equipment, and full disclosure of author relationships is required or exhibits will be withdrawn following ASNR staff and Education Exhibits and Program Committee review.

Review should be by at least two, and preferably three members of the Education Exhibits Subcommittee. Numerical scores will be used to rank exhibits, based on the following: 1) Consideration of the exhibits' educational value, scientific merit, originality, and overall composition is made; 2) Consideration to "mix" of topics; 3) Consideration of prior exhibiting at other meetings; and 4) Anonymity is maintained for both Reviewer and Author(s.) Consideration is NOT given to clearly commercial presentations.

The cut-off for acceptance is determined by the Chair based on quality of exhibits, scores, number of exhibits submitted, and available space. The Headquarters Staff will provide the Chair with space configuration, availability, and limitations, and also budgetary factors to assist him/her in helping the committee to finalize acceptance/rejection determinations.

Headquarters Staff, in conjunction with the Chair and abstract management vendor, will prepare and finalize acceptance/rejection notifications. Acceptance notifications will indicate abstract selected (control number and newly-assigned abstract number, setup & dismantle dates, location, display hours, and registration information.

The Education Exhibits Subcommittee Chair, in conjunction with Headquarters Staff, will determine placement of the Scientific Exhibits (printed and electronic.) Consideration is given to both accessibility and interaction with the Technical Exhibits to promote attendance at both.

Exhibits should remain on display throughout the duration of the Annual Meeting. (*Setup and Display times may vary according to Exhibit Hall accessibility and scientific program composition.*)

Handouts may be distributed at the exhibit site; however, they must be prepared by the presenter, relate to the scientific aspects of the exhibit, and contain no commercial reference or advertising copy.

Headquarters Staff will procure backboard panels, signs, and any other ancillary equipment. Headquarters Staff, in conjunction with the Education Exhibits Subcommittee Chair (or his/her committee member designee), should be present to oversee the setup of the displays at the meeting site. It is the responsibility of each presenter to transport, setup, and dismantle his/her exhibit, and abide by the Rules & Regulations pertaining to such.

Education Exhibit Awards are the responsibility of the Education Exhibits Subcommittee and are voted upon (after individual review) at the Education Exhibits Subcommittee Meeting held during the Annual Meeting. The exhibits are divided into several categories. A preliminary goal of awarding 15-20% of exhibits within each topical category is set, but only if the Education Exhibits Subcommittee determines sufficient merit. Awards are divided into the following categories: Summa, Magna, and Cum Laude. Headquarters Staff posts ribbons on the exhibits during the Annual Meeting, and winners are announced during the ASNR Annual Business Meeting (schedule permitting), and also in the post-Annual Meeting issue of the *AJNR*, and on the ASNR web site. Award recipients also receive certificates sent by the Headquarters Office.

Composition

Chair, Vice-Chair, and a minimum of 15 members. When possible, the committee should include a *Research Scientist* member and *Member-in-Training*. (*Committee size should remain large enough to guarantee an adequate "pool" of committee members from which to review the Guidelines for Scientific Presentations, and also to delegate on-site grading responsibilities for awards and assisting Headquarters Staff in setup, operation, and dismantle of exhibits. Not all committee members will attend the meeting. Chair has the option of appointing a committee member representing the local community to administer/oversee pre-meeting recruitment and on-site logistics for electronic Education Exhibit attendants, if applicable.*)

Tenure

Subcommittee Chair and Vice-Chair

Chair serves a term of three years, and should recommend to the President, a Vice-Chair from among committee members to serve during his/her third year as Chair. The Vice-Chair succeeds to the position of Chair, after serving his/her one-year term as Vice-Chair.

Subcommittee Members

Subcommittee members should each serve a minimum of two years.

Responsibilities

Subcommittee Chair (and Vice-Chair, as necessary)

- ◆ To recommend/select members of the Education Exhibits Subcommittee which the President then appoints.
- ◆ To initiate innovations relating to Education Exhibits (printed and electronic.)
- ◆ To determine/approve Education Exhibit and Electronic Scientific Exhibit (eSE) presenter policy, in conjunction with Program Chair and Headquarters Staff.
- ◆ To review/approve sections of the Call for Scientific Abstracts pertaining to Education Exhibits (printed and electronic.)
- ◆ To review/approve sections of the *Guidelines and Requirements for Scientific Presentations*...sections on Education Exhibits (printed and electronic.) Also, solicit input from all committee members.
- ◆ To assign abstracts for review to Education Exhibits Subcommittee Members.
- ◆ To review Education Exhibit abstracts (printed and electronic submissions), and make final determination of acceptance/rejection based upon quality of exhibits, scores, number of exhibits submitted, and available space.
- ◆ To arrange/categorize (from submission data) all accepted exhibits, and forward to Headquarters Staff for floor plan development.
- ◆ To approve final floor plan of Education Exhibits (printed and electronic), based upon flow, overall logistics, budget, facility fire/other codes, and Headquarters Staff recommendations.

- ◆ To judge all Education Exhibits (printed and electronic) on-site, and meet as a committee to determine award winners. Also, solicit input/judging tallies from all committee members in attendance.
- ◆ To approve all written communications between Headquarters Office and Subcommittee Members and Education Exhibit (printed and electronic) Presenters.
- ◆ As available and needed, to provide on-site support to Headquarters Staff in the setup, operation, and dismantle of Education, Exhibits (printed and electronic.)
- ◆ To oversee the recruitment (as needed) of local volunteers (fellows, residents, etc.) to staff the electronic Education Exhibit area, in conjunction with Headquarters Staff, if applicable. Chair has the option of appointing a committee member representing the local community to administer/oversee pre-meeting recruitment and on-site logistics.
- ◆ To maintain regular contact with Education Exhibits Subcommittee Members, Program Chair, and Headquarters Staff.

Subcommittee Members

- ◆ To review the *Guidelines and Requirements for Scientific Presentations*...sections on Education Exhibits (printed and electronic.)
- ◆ To recommend innovations relating to Education Exhibits (printed and electronic) to Chair.
- ◆ To review Education Exhibit abstracts (printed and electronic.)
- ◆ To judge all Education Exhibits (printed and electronic) on-site and meet with Chair to determine award winners.
- ◆ To provide on-site support to Headquarters Staff in the setup, operation, and dismantle of Education Exhibits, as directed by Chair.

Accountability

Education Exhibits Subcommittee Chair reports directly to the Program Committee Chair.

Education Exhibits Subcommittee Members report directly to Education Exhibits Subcommittee Chair.

Goals

- ◆ Continue effective collaboration efforts with the Commercial Relations Committee, in conjunction with Headquarters Staff, in investigating/securing corporate support for Education Exhibits (printed and electronic) area.
- ◆ To maintain open communications among committee members for improving exhibits by continuing to discuss these matters at committee meetings and throughout the planning cycle prior to the Annual Meeting.
- ◆ To further emphasize the importance of aesthetics of the Education exhibits, and encourage the use of handouts.
- ◆ To continue to review accepted abstracts submitted in the Education Exhibits Electronic (eSE) category, and determine if they are suitable for NEUROgraphics.