SCIENTIFIC POSTER SESSION GUIDELINES

Saturday, November 9, 2019
The Broadmoor, Colorado Springs, CO
LOCATION

The Broadmoor
1 Lake Avenue
Colorado Springs, CO 80906

IMPORTANT DATES

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<th>Date</th>
<th>Event</th>
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<tr>
<td>August 15, 2019</td>
<td>Submissions deadline</td>
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<td>August 30, 2019</td>
<td>Decision letters emailed</td>
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<tr>
<td>September 13, 2019</td>
<td>Withdrawal deadline</td>
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<tr>
<td>October 3, 2019</td>
<td><strong>Young Investigator Posters:</strong> Deadline to submit PDF copy of poster (see page 5 for details)</td>
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<td>October 31, 2019</td>
<td>Disclosures and <em>CNS Spectrums</em> copyright forms due from authors of accepted abstracts</td>
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<tr>
<td>November 4, 2019</td>
<td>Deadline to register for the 2019 NEI Congress</td>
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<tr>
<td>November 9, 2019</td>
<td>Scientific Poster Session</td>
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POSTER SESSION HOURS **NOTE NEW TIMES**

Saturday, November 9

<table>
<thead>
<tr>
<th>Time</th>
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<tr>
<td>5:00 pm - 6:00 pm</td>
<td>Poster setup at International Center</td>
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<tr>
<td>6:00 pm</td>
<td>All posters must be setup</td>
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<tr>
<td>6:15 pm - 7:15 pm</td>
<td>Scientific Poster Session* &amp; Reception</td>
</tr>
<tr>
<td>7:30 pm</td>
<td>Posters remaining after this time will be disposed of</td>
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*Posters must be staffed during this time. If your poster is not staffed your abstract will not be published in CNS Spectrums.

Blank poster boards are unacceptable and unwelcome. Failure to display a poster may make you ineligible to present at next year’s Scientific Poster Session.
SCIENTIFIC POSTER SESSION GUIDELINES

Please read the below guidelines carefully to help ensure that the review process is as efficient and quick as possible. Submit your abstract at http://nei.global/congressposters.

GENERAL GUIDELINES

• All poster presenters must be registered for the 2019 NEI Congress by November 4, 2019 (see page 4 for additional details).
• There is a maximum of two (2) posters per one (1) presenter.
• Abstracts must be submitted by the author, a co-author, or the author’s assistant. Submission by a third party is prohibited.
• The presenter must be one of the authors listed on the submitted abstract.
• Encore (repeat) presentations of abstracts and case report presentations are welcomed for submission.
  • Repeat presentations must include the original citation.
  • Case reports must have a specified teaching point (i.e., how this case informs clinical practice).
• By submitting the abstract and PDF poster copy, the authors consent to have the information published online at http://nei.global.
• Promotion Prohibited: Presenters may not present, display, or distribute any part of his/her presentation outside of the designated poster session area.
• Commercialization Prohibited: No order forms, promotions of other speaking engagements, information on consultant services, or other promotional items may be distributed at the poster session.
• All presenters must be at their assigned boards by 5:45 pm on Saturday, November 9. If your poster is not staffed by that time your abstract will not be published in CNS Spectrums.
• Prepare and bring all handouts needed for the poster presentation (figures, tables, etc.). We recommend bringing 80 copies in 8.5” x 14” sized paper. You may also add a link or QR code to your poster that directs attendees to your poster PDF. Handouts are optional.
• The poster number affixed to the poster board must remain visible at all times.
• NEI recommends that posters be hand-carried to the conference. If you must ship your poster, please note that any costs associated with shipping will be the presenter’s responsibility.
• The maximum area per poster is 4’ high by 8’ wide. The recommended poster size is 3.5’ high x 7.5’ wide.
• Keep posters as lightweight as possible. Do not mount materials on heavy board which is difficult to affix to the display board.
• Presenters are responsible for bringing push pins or Velcro to secure their poster to the poster board. A very limited supply will be available inside the poster session room.
• Posters remaining after 7:30 pm on Saturday, November 9 will be disposed of.
ABSTRACT GUIDELINES

• An abstract (max. 3,000 characters) is required for each poster submitted. The abstract is to be a concise description of the purpose, content, methodology, results, and importance of the proposed presentation.

• Before submitting your abstract review it for spelling, typos, and omitted information, and check the spelling of all author names and affiliations. Abstracts with extensive copy editing errors will not be eligible for publication in CNS Spectrums.

• Authors must include the following information in the abstract and on the poster:
  • **Title:** Research reported must bear titles (max. 150 characters) accurately reflecting the study population and/or the population to which the results will be applied. If the resultant title would be too unwieldy, the relevant information must be included in the abstract
  • **Study Objective(s):** Questions addressed by the study
  • **Method:** Design of the study, setting *(location and level of clinical care)*, patients or participants *(manner of selection and number who entered and completed the study)*, interventions *(if any)*, main outcome measures *(primary study outcome measure as planned before data collection)*
  • **Results:** Key findings *(state specific findings and inferences explicitly)*
  • **Conclusions:** Including direct clinical applications *(summary for the abstract)*
  • **Funding:** All sources of funding for the study must be acknowledged *(including “no funding”)*

• Presenting authors must agree to reveal the structure of a compound or gene if it is mentioned in the abstract.

• NEI requires investigators to affirm that all experimental protocols in animal studies were approved by the Institutional Animal Care and Use Committee and were conducted in accordance with the National Institutes of Health *Guide for the Care and Use of Laboratory Animals*, or by the applicable requirements of the investigator’s institution.

SUBMISSION

There is no fee to submit an abstract. All abstracts must be submitted by August 15, 2019.  
**NOTE: Authors who submit abstracts are not automatically registered for the meeting.**

REQUIRED NEI CONGRESS REGISTRATION

All poster presenters must register for the 2019 NEI Congress by November 4, 2019, and pay the appropriate registration fee to have access to the poster session area. Badges will be required to enter the Poster Session area. Security guards will be checking badges at the doors. Badges are not transferable.
ABSTRACT REVIEW & ACCEPTANCE PROCESS
All abstracts will be reviewed for their scientific merit and relevance to the conference by NEI’s Review Committee and acceptance will be based on their recommendations.

ACCEPTANCE CONFIRMATIONS
A decision letter of acceptance or denial will be sent via email to the primary contact by August 30, 2019. If you do not receive an email by that date, please contact Zamanda Garcia at zgarcia@neiglobal.com.

If your abstract was accepted, complete the below forms by October 31, 2019:

- All authors must complete an online disclosure form
- The 1st authors must complete a CNS Spectrums copyright form and upload here.

REVISIONS/CHANGES
To make any revisions or changes to your abstract, submit your request by September 13, 2019.

Abstracts with extensive copy editing errors will not be eligible for publication, given the integrity of the journal and the Neuroscience Education Institute.

ABSTRACT WITHDRAWAL
Email CustomerService@neiglobal.com to withdraw your abstract. Include your poster title and poster number in the email.
YOUNG INVESTIGATORS POSTER AWARD

The NEI Congress will recognize the best three abstracts submitted by Young Investigators at the 2019 NEI Scientific Poster Session. Winners will be recognized at the closing of the general session on Saturday, November 9. The presenting author will receive the following:

1st Place ($1,417 value):
- Abstract will be highlighted in the CNS Spectrums journal
- One free 2020 NEI Congress registration (up to $899 value)
- 1 year print subscription to CNS Spectrums journal
- 12 months of NEI Membership

2nd Place ($249 value):
- Abstract will be highlighted in the CNS Spectrums journal
- 12 months of NEI Membership

3rd Place ($50 value):
- Abstract will be highlighted in the CNS Spectrums journal
- $50 off your next NEI activity or Membership

PRE-JUDGING INFORMATION

All Young Investigators who submit a PDF copy of their poster by October 3, 2019 will be considered for the award. Poster judges will review and score all abstracts and posters in advance so that the winners can be announced onsite on Saturday, November 9.

Posters will be judged on the following criteria:

- **Scientific Merit:** Level to which the information presented adds to the field
- **Methods:** Quality of description of data collection methods and appropriateness of methods used
- **Presentation & Organization:** Is it an understandable, organized and concise presentation of data

Upload your single page PDF poster here