

2022



# NEI CONGRESS

November 3-6 • Colorado Springs, CO

## Scientific Poster Session Guidelines

Friday, November 4, 2022

The Broadmoor, Colorado Springs, CO



Neuroscience Education Institute

#NEICongress



This year's NEI Congress Scientific Poster Session will take place in person on Friday, November 4, 2022, at the Broadmoor, Colorado Springs, CO. Abstracts will be available for viewing on the Virtual Poster Library at [nei.global/vsp](https://nei.global/vsp).

## Location

The Broadmoor – Bartolin Hall | 15 Lake Circle Colorado Springs, CO 80906

## Important Dates

<b>August 15, 2022</b>	Abstract submission deadline
<b>August 26, 2022</b>	Acceptance decisions emailed
<b>September 10, 2022</b>	Withdrawal deadline*
<b>September 23, 2022</b>	Deadline to submit final PDF of poster (see page 4 for details) and video presentation (virtual presenters only)
<b>October 1, 2022</b>	Deadline to submit late-breaking abstracts (see page 7 for details)
<b>October 1, 2022</b>	Disclosures and <i>CNS Spectrums</i> Author Publishing Agreement due
<b>November 1, 2022</b>	Deadline to register for 2022 NEI Congress <b>or</b> 2022 Poster Session Presenter Pass (required)
<b>November 2, 2022</b>	Abstracts available on NEI's Virtual Poster Library
<b>November 4, 2022</b>	Scientific Poster Session

\*Empty display boards are unacceptable and unwelcome. Failure to display a poster may make you ineligible to present at next year's Scientific Poster Session.

## Poster Session Schedule (Onsite)

Location: Bartolin Hall

<b>Thursday, November 3</b>	
2:15 pm – 4:45 pm	Poster Set Up/Display
<b>Friday, November 4</b>	
8:00 am – 3:00 pm	Poster Set Up/Display, continued
3:00 pm	Deadline for poster set up
3:30 pm – 5:00 pm**	Scientific Poster Session**
5:00 pm – 5:30 pm	Poster Take Down. Posters remaining after this time will be disposed of.

\*\*Poster presenters must be available during this time. If your poster is not staffed, your abstract will not be published in *CNS Spectrums*.

Please read the below guidelines carefully to help ensure that the review process is as efficient as possible. Submit your abstract at [nei.global/cng.poster](https://nei.global/cng.poster).

## General Guidelines

- All poster presenters (virtual or onsite) must be registered for 2022 NEI Congress **OR** purchase the Poster Session Presenter Pass by November 1, 2022 (see page 5 for additional details).
- There is a **maximum** of two (2) posters per one (1) presenter. NEI does not guarantee a side-by-side poster display board assignment.
- Abstracts must be submitted by the author, a co-author, or the author's assistant. Submission by a third party is prohibited.
- All authors should be involved in the development, and approve the final version, of any abstract and poster that bears their name.
- The presenter must be one of the authors listed on the submitted abstract.
- Encore (repeat) presentations of abstracts and case-report presentations are welcome for submission; however, they are **not eligible** for publication in *CNS Spectrums*.
  - Repeat presentations must include the original citation.
  - Case reports must have a specified teaching point (i.e., how this case informs clinical practice).
- Adapted or repurposed abstracts and case report presentations are welcome for submission.
  - To be eligible, the content must contain new/additional data, analyses, and/or interpretations.
- By submitting the abstract and PDF of the poster, the authors consent to have the information published online at [nei.global/vsp](https://nei.global/vsp).
- **Promotion Prohibited:** Presenters may not present, display, or distribute any part of their presentation outside of the designated Scientific 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 Scientific Poster Session.
- NEI does not have an embargo policy for accepted Scientific Poster Session abstracts and posters.
- All presenters **must** be at their assigned boards by 3:15 pm on Friday, November 4. If your poster is not staffed at that time your abstract will not be published in *CNS Spectrums*.
- Optional: You may prepare and bring handouts needed for your poster presentation (figures, tables, etc.). We recommend bringing 80 copies. You may also add a link or QR code to your poster that directs attendees to your poster PDF.
- The poster number affixed to the display board must always remain visible.
- 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 display board. A limited supply will be available inside the Scientific Poster Session room.
- Posters remaining after 5:30 pm on Friday, November 4, 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, methodology, results, and importance of the proposed presentation.
- Before submitting your abstract, review it for spelling errors (including author names and affiliations), typos, and omitted information. Abstracts with extensive copy-editing errors will not be eligible for publication in *CNS Spectrums*.
- Author listings should reflect those who did the research and can take accountability for its conduct, and for the analysis and interpretation of the findings.
- Abstracts must include the following information:
  - **Title:** Research reported must bear a title (max. 150 characters) accurately reflecting the study population and/or the population to which the results will be applied. If the resultant title is too unwieldy, the relevant additional information must be included within the body of the abstract.
  - **Introduction:** Background to the study, the motivation behind the study, and/or the specific question or hypothesis addressed in the study.
  - **Methods:** 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:** Include direct clinical applications (*summary for the abstract*).
  - **Funding:** All sources of funding for the study must be acknowledged (including “no funding”).
  - **Study registration number:** If applicable.
- References should **not** be included in the abstract.
- 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.

## Poster Guidelines

- Title and author(s) listing order and affiliations should be the same as that on the abstract.
- Poster organization should match organization of the abstract, and include these additional items:
  - **Key contributors:** List and describe their contributions to the research and development of the poster.
  - **Breaking data:** Indicate (e.g., in a footnote) if there are any new data that are different from those on the accepted abstract.
  - **References:** if applicable.

If there is not enough room for detailed information, supplementary sources (accessed via a QR code) can be used to expand on these.
- The recommended poster size is 3.5’ high x 7.5’ wide.

## Submission

There is no fee to submit an abstract. All abstracts must be submitted by August 15, 2022.

**NOTE: authors who submit abstracts are not automatically registered for the conference.**

## Required Registration

All poster presenters (virtual or onsite) must register for the 2022 Congress OR purchase the Poster Session Presenter Pass by November 1, 2022. Badges will be required to enter the Scientific Poster Session room. Security guards will be checking badges at the doors. Badges are not transferable.

[Register now for  
2022 NEI Congress](#)

[Register now for Poster  
Session Presenter Pass](#)

## 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 recommendation.

## Acceptance Confirmations

A decision letter of acceptance or denial will be sent via email to the primary listed contact by August 26, 2022. If you do not receive an email by that date, please contact Ali Brown at [abrown@neiglobal.com](mailto:abrown@neiglobal.com).

**If your abstract is accepted, complete the forms below by October 1, 2022:**

- All authors must complete an online [disclosure form](#)
- The 1st author must complete a [CNS Spectrums Author Publishing Agreement](#) (Non-Open Access Articles) form and upload [here](#).

## Revisions/Changes

To make any revisions or changes to your abstract, email [abrown@neiglobal.com](mailto:abrown@neiglobal.com) by September 10, 2022.

*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 [abrown@neiglobal.com](mailto:abrown@neiglobal.com) to withdraw your abstract by September 10, 2022. Include your poster title in the email.

## Young Investigator Poster Awards!

NEI will recognize the three best abstracts submitted by Young Investigators at the 2022 NEI Scientific Poster Session. The presenting author will receive the following:

### 1st Place (\$1,299 value):

1

- Abstract will be highlighted in the *CNS Spectrums* journal
- One free 2023 NEI Congress registration (up to \$899 value)
- 12 months of NEI Membership (includes online subscription to *CNS Spectrums* journal)
- Signed copy of "Stahl's Essential Psychopharmacology, 5<sup>th</sup> Edition"
- NEI podcast episode to discuss your research

### 2nd Place (\$299 value):

2

- Abstract will be highlighted in the *CNS Spectrums* journal
- 12 months of NEI Membership (includes online subscription to *CNS Spectrums* journal)

### 3rd Place (\$50 value):

3

- 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 an abstract by August 15, 2022 and a PDF copy of their poster by September 23, 2022 will be automatically entered into the competition. Poster competition judges will review and score all abstracts and posters in advance so that the winners can be recognized during the Scientific Poster Session.

[Upload your single page PDF poster here](#)

### 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:** Degree to which it is an understandable, organized, and concise presentation of data.

## Late-Breaking Abstracts

Submission Deadline: October 1

### Late-Breaking Abstract Submission Guidelines:

- All accepted late-breaking abstracts will be designated to the "Late-Breaking Abstracts" section near the Scientific Poster Session area.
- Late-breaking abstracts will not be published in *CNS Spectrums*.
- The research must be novel, innovative, contemporary, and of high scientific significance to deserve special consideration after the original abstract deadline. Abstracts should describe either large clinical investigations or high-impact translational research that could not be completed prior to the original deadline.
- You will be required to answer the question, "Why is this abstract considered late-breaking?"
- Late-breaking abstracts must not be a revision of an abstract submitted prior to the original submission deadline.
- Abstracts that have been previously presented, accepted for presentation, or published at any other scientific meeting or journal at the time of submission will not be accepted as late-breaking abstracts.
- All Scientific Poster Session Guidelines (pages 3-4) apply to late-breaking abstracts.