

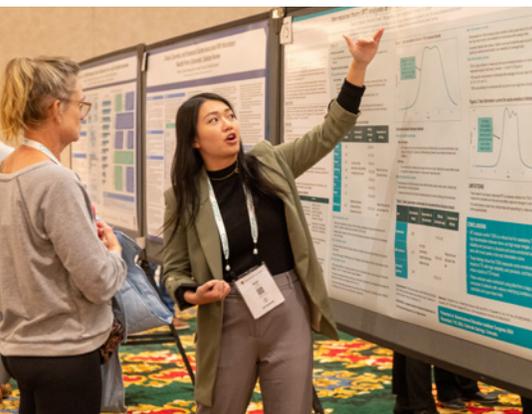
# NEI **FALL** CONGRESS

NOV 5-8, 2026  COLORADO SPRINGS, CO

## Scientific Poster Session Guidelines

**SATURDAY, NOVEMBER 7, 2026**

The Broadmoor, Colorado Springs, CO



Neuroscience Education Institute



#NEIFallCongress

This year's NEI Fall Congress Scientific Poster Session will take place in person on Saturday, November 7, 2026, at [The Broadmoor](#) in Colorado Springs, CO. Abstracts will also be available for viewing on the Virtual Poster Library at [nei.global/vsp](https://nei.global/vsp).

## Location

The Broadmoor – Colorado Hall | 2 Lake Ave, Colorado Springs, CO 80906

## Important Dates

August 3, 2026	Abstract submission deadline
August 24, 2026	Acceptance decisions emailed
September 21, 2026	Withdrawal deadline
September 25, 2026	Deadline to submit late-breaking abstracts
October 2, 2026	Late-breaking abstract decisions emailed
October 9, 2026	Deadline to submit final PDF of poster
October 23, 2026	Deadline to submit late-breaking final PDF of poster
October 26, 2026	Deadline to register for 2026 NEI Fall Congress
November 2, 2026	Abstracts available on NEI's Virtual Poster Library
November 7, 2026	Scientific Poster Session

## Scientific Poster Session Schedule

Friday, November 6	
12:00 pm – 6:00 pm	Poster Set Up/Display
Saturday, November 7	
3:00 pm	Deadline for poster set up
5:30 pm	All presenters <b>must</b> be at their assigned posters
5:45 pm – 6:45 pm**	Scientific Poster Session**
7:00 pm	Poster Take Down. Posters remaining after this time will be disposed of.

\*\*Poster presenters must be available during this time. Empty display boards are unacceptable and unwelcome. Failure to display a poster may make you ineligible to 1) present at next year's Scientific Poster Session and 2) have your abstract published in *CNS Spectrums*.

## Submission

There is no fee to submit an abstract. All abstracts must be submitted by August 3, 2026.

Submit your abstract <https://nei.global/cngfa-poster>.  
Upload your single-page PDF poster [here](#).

## Required Registration

All poster presenters must be registered for the 2026 NEI Fall Congress. Authors who submit abstracts are NOT automatically registered for the conference.

Badges will be required to enter the Scientific Poster Session Hall. Security guards will be checking badges at the doors. Badges are not transferable.

[Register now for  
2026 NEI Fall Congress](#)

## 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.

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

## Acceptance Confirmations

A decision letter of acceptance or denial will be sent via email to the primary listed contact by August 24, 2026. If you do not receive an email by that date, please contact Ali Holladay at [aholladay@neiglobal.com](mailto:aholladay@neiglobal.com).

## Revisions/Changes

To make any revisions or changes to your abstract, email Ali Holladay at [aholladay@neiglobal.com](mailto:aholladay@neiglobal.com) by September 21, 2026.

## Abstract Withdrawal

Email Ali Holladay at [aholladay@neiglobal.com](mailto:aholladay@neiglobal.com) to withdraw your abstract by September 21, 2026. Include your poster title in the email.

Please read the guidelines below carefully to help ensure that the review process is as efficient as possible.

## General Guidelines

- We will **NOT** accept virtual presentations. You must be attending 2026 NEI Fall Congress and plan to present your poster during the scheduled Scientific Poster Session in order for your abstract to be accepted.
- There is a **maximum** of two (2) posters per one (1) presenter. NEI does not guarantee a side-by-side poster display board assignment.
- Everyone **must** submit a PDF poster by October 9, 2026.
- 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.
- 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 Hall.
- **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.
- **Embargo Policy:** NEI does not have an embargo policy for accepted Scientific Poster Session abstracts and posters.
- **AI Use Policy:** The use of AI must be disclosed in your abstract and poster. Please review details [here](#).

## Abstract Guidelines

- An abstract (max. 3,000 characters) is required for each poster submitted. The abstract should 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.

## Abstract Guidelines (continued)

- 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.
  - **AI use disclosure:** if applicable.
- References should **NOT** be included in the abstract.
- Presenting authors whose data involve an investigational compound must agree to reveal the structure of a compound or gene in their abstract.
- NEI accepts the following abstract types for submission: research, review, case presentations, quality improvement, hypothesized mechanism of action (MoA). We may accept other types of abstracts that are not listed. Please email Ali Holladay at [aholladay@neiglobal.com](mailto:aholladay@neiglobal.com) for more information.
- Encore (repeat) presentations of unpublished abstracts and case reports are welcome; however, they are **not eligible** for publication in *CNS Spectrums*.
  - Repeat presentations must include the original citation.
  - Case reports must include a clear teaching point relevant to clinical practice.
- Adapted or repurposed abstracts—including those previously presented at an NEI poster session—are welcome provided they contain substantive new data, analyses, or interpretations.
  - Word-for-word re-submissions will not be accepted.
- NEI **does not** accept abstracts that have results pending at the time of submission.
- 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 the 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 in the accepted abstract.
  - **References:** if applicable.
  - **AI use disclosure:** 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.

- All presenters **must** be at their assigned boards by 5:30 PM on Saturday, November 7. 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. You do not need to include your poster number on your printed poster.
- 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 Hall.
- Posters remaining after 7:00 PM on Saturday, November 7 will be disposed of.

## Young Investigator Poster Awards

NEI will recognize the three best abstracts submitted by Young Investigators at the 2026 NEI Fall Congress Scientific Poster Session. The presenting author will receive the following:

### 1st Place (\$1,498 value):

1

- One free 2027 NEI Fall Congress registration (up to \$1,149 value)
- 12 months of NEI Membership (includes online subscription to *CNS Spectrums* journal)

### 2nd Place (\$349 value):

2

- 12 months of NEI Membership (includes online subscription to *CNS Spectrums* journal)

### 3rd Place (\$100 value):

3

- \$75 off your next NEI activity or Membership

## Pre-Judging Information

All Young Investigators who submit an abstract by August 3, 2026, and a PDF copy of their poster by October 9, 2026, will be automatically entered into the competition. The NEI Review Committee will review and score all abstracts and posters in advance so that the winners can be recognized during the Scientific Poster Session.

### 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: **September 25, 2026**

### Late-Breaking Abstract Submission Guidelines:

- Late breaking abstracts should be submitted to the original abstract submissions page [here](#).
- If your abstract is accepted, you must submit your PDF poster by October 23, 2026.
- Late-breaking abstracts can still 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 accepted on the original submission schedule.
- 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 4–6) apply to late-breaking abstracts.

