



## AOCR Electronic Research Guidelines

### Categories and Submission Requirements

#### OBJECTIVE:

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Electronic exhibits are scholarly PowerPoint presentations intended to be reviewed by conference attendees at designated viewing stations during the AOCR Annual Convention. Content should be scientific and/or educational in content and of significant interest to practicing radiologists and trainees. Exhibits selected for presentation meet both the ACGME and AOA residency requirements for scholarly activity.

#### SUBMISSION CATEGORIES:

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**Scientific Electronic Exhibit:** Scientific electronic exhibits present data from hypothesis-driven original research with a detailed review of findings and their applicability to radiology practice or future research. The scope of content should be amenable to review in no more than 10 minutes. *The abstract format should include the study purpose, background, methods, results, discussion, and summary/conclusion.*

**Educational Electronic Exhibit:** Educational electronic exhibits are designed to present, review, or teach important concepts related to imaging findings, imaging techniques, or interventions of interest to conference attendees. Examples include comprehensive illustrative reviews and pictorial essays organized by anatomic region, pattern of imaging finding(s), or interventional technique. Case series may be considered if deemed of great interest to the target audience. Single case reports are not typically considered. Preference will be given to high quality comprehensive reviews that contain pathologic correlation. The scope of content should be amenable to review in no more than 10 minutes. *The abstract format should include background, illustrative/case review, and summary/conclusion.*

#### ELIGIBILITY FOR SUBMISSION:

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Both trainees and practicing physicians are eligible to submit a research abstract.

- Trainees must have one or more supervising faculty named on the abstract/exhibit.
- If an abstract/exhibit is accepted, at least one (1) author of the work or designated representative must be present at the AOCR Annual Convention for a question & answer session with conference attendees at a date and time assigned by the AOCR.

#### DEADLINES FOR SUBMISSION:

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1. Abstracts must be submitted by September 15<sup>th</sup> prior to the AOCR Annual Convention.
  - a. The author will be notified of acceptance/denial by October 31<sup>st</sup>.
2. Final electronic exhibits must be submitted by January 15<sup>th</sup> of the year it will be presented.

#### ABSTRACT INSTRUCTIONS:

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1. The information presented in the abstract must be the original work of the authors.
2. The abstract should summarize what will be in the Final Exhibit.
3. Where applicable, institutional review board (IRB) approval must be noted.
4. Abstracts/exhibits previously presented at scientific meetings may be submitted and considered by the AOCR with appropriate permissions from the original Society or College in which the work was initially presented, if copyrights were transferred. The exhibit must contain a disclaimer statement

that the work has been previously presented, along with the Conference or Society/College name and dates(s) presented.

5. Abstracts must include the following:
  - a. Name and affiliations of contributors
  - b. Subspecialty area
  - c. Statement of any related disclosures or conflicts of interest
  - d. 3-5 learning objectives related to the content presented
  - e. Narrative abstract in the appropriate format (scientific or educational), with a maximum of 500 words
  - f. Five PowerPoint slides with representative content that will be included in the exhibit
    - i. PowerPoint slides must contain images, but no more than 2 tables/charts and 5 embedded images

#### **ABSTRACT REVIEW:**

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1. Each abstract will be reviewed by the Scientific Exhibits Committee.
2. Abstract decision letters will be emailed to the first author.
3. All decisions made by the Scientific Exhibits Committee are final. Exceptions and special circumstances may be granted at the discretion of the Committee Chair.
4. Accepted abstracts will receive anonymous feedback from the reviewers to aid in the completion of the final exhibit.

#### **FINAL EXHIBIT INSTRUCTIONS:**

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Electronic exhibits must be submitted in PowerPoint format by the designated deadline and are limited to 40 PowerPoint slides, including title, disclosure, and objective slides.

#### **SCORING PROCESS:**

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1. Each electronic exhibit will be reviewed by the Scientific Exhibits Committee prior to the AOCC Annual Convention.
2. The reviewers will determine if each exhibit is acceptable or not acceptable, then rank their top three overall.
  - a. These rankings will determine which exhibits receive recognition from the AOCC.
3. Scoring Criteria:
  - a. **Scientific Merit**
    - i. Originality of exhibit material
    - ii. Information presented current & relevant to clinical practice of radiology
    - iii. Sound scientific method followed (for scientific exhibits)
  - b. **Clarity of Focus**
    - i. Topic area & scope well-defined
    - ii. Material presented in an organized & logical fashion
  - c. **Presentation/Display**
    - i. Background nonobtrusive
    - ii. Image quality appropriate
    - iii. Imaging findings visible
    - iv. Images/figures/tables appropriately annotated & labeled
    - v. Overall aesthetics of presentation
  - d. **Teaching Value**
    - i. Material presents new information or provides a thorough review of topic(s)
    - ii. Material successfully highlights important features of entities covered
  - e. **General Interest**
    - i. Topic of interest to majority of general radiologists or radiology residents
    - ii. Topic of value within the subspecialty field (if applicable)

## **ELECTRONIC EXHIBIT DISPLAY/PRESENTATION:**

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1. Final Exhibits will be displayed electronically at the AOCR Annual Convention.

## **COPYRIGHT ASSIGNMENT:**

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1. In submitting a final electronic exhibit, the author transfers the copyright and all other rights in the material comprising the exhibit to the American Osteopathic College of Radiology.
2. A completed Copyright Assignment Form must be submitted to the AOCR before an exhibit can be displayed, unless the content falls under "Government Work" in which there are no copyrights to assign or if the content has been previously presented at another Society/College meeting. If the latter, documented permissions (in writing or via email) from the Society/College in which the work was initially presented must be submitted with the abstract.
3. Co-authors reserve the following:
  - a. All proprietary rights other than copyright, such as patent rights.
  - b. The right to use all or part of the exhibit in future works of their own.
4. The American Osteopathic College of Radiology, as holder of the copyright on the electronic exhibit, reserves all rights of reproduction, distribution, performance, display, and the right to create derivative works in both print and digital formats.
5. Signing the copyright for an exhibit does not prevent the authors from using the exhibit in an article and signing the copyright for that article, including its abstract.
6. If the author(s) wish to submit their exhibit and/or its abstract elsewhere, they can easily obtain reprint permission to do so from the AOCR.

## **TIPS:**

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1. Please proofread your abstract and final exhibit before submission to avoid errors.
  - a. Numerous typographical errors is grounds for the Committee to reject the abstract.
2. The abstract should summarize what will be in the final electronic exhibit, not outline a project you plan to do.
3. Online registration for the AOCR Annual Convention is available at [www.aocr.org](http://www.aocr.org) under "CME" and "CME Activities".