AOCR SCIENTIFIC EXHIBIT GUIDELINES

All research projects are strongly advised to meet one of the following criteria:

1. A report of an original clinical research study approved by the institutional review board.
2. Set of case presentations and discussion which challenges existing concepts of diagnosis or treatment and thus recommends further investigation.
3. A single case presentation of a first reported case. Resident is required to have an expert in the field review prior to submission to the Scientific Exhibit Committee for Approval.

Research projects should have a sound, scientific methodology that clearly presents its results and conclusions. It is important to demonstrate the reproducibility of the findings. The research project should contribute or make a difference in the field of radiology.

The methods and materials section should specify exact figures regarding the study population and the method of sample collection.

The results and conclusion should draw on the clinical significance of the study and directly follow the research goals given in the hypothesis.

Where applicable, IRB approval should be noted in the abstract and poster.

Abstracts or Single Case Presentation Approval Forms must be submitted by the due date as stated for the two categories.

The exhibit must be submitted in PowerPoint format and is due **6 weeks** prior to the Annual Convention. Exhibitors that are past the due date will be assessed a penalty as follows: 1-7 days = $250; 8-14 days = $450. Exhibits not received within **14 days** of the due date, will not be allowed to be included in the Scientific Exhibit submissions for the Annual Meeting that year.

All material included in the Scientific Exhibit should be the author’s original work including all text, images, figures, and tables. If any non-original material is utilized, the author must obtain and submit written permission to the AOCR from the copyright owner explicitly allowing the author permission to use such material as well as allowing the AOCR to publish the copyrighted material on its website. Failure to follow these guidelines will result in rejection of the Scientific Exhibit.

**Residents Presenting to Fulfill an AOA Residency Requirement**

Within the first year of residency training, the resident should submit a written proposal to the program director for review and approval. By the beginning of the second year of training the resident should start evaluating the data and preparing an abstract. All projects must be performed and prepared under the supervision of the program director or another physician approved by the program director. Choose research that asks meaningful scientific questions and maintains the importance of reporting positive results. Select a topic in which you will be able to gather sufficient amount of data. A review of the literature will not be accepted.

First author must be the resident who submitted the poster for residency credit; however, all attending physicians who mentored the project should also be listed as authors. Although more than one resident may participate in the project, only one resident may receive credit to fulfill the residency research requirement. The PowerPoint presentation must include radiographic images.
A resident must submit a scientific exhibit no later than the Annual Meeting of the resident’s third year of training to fulfill the residency training requirement.

Research projects of a single case presentation **must be a first report of a case**. Single case presentations are due January 15 of a resident’s second year of training. The Single Case Presentation Approval Form can be found on the AOCR website at www.aocr.org under Residency – Scientific Exhibits. If your single case abstract is rejected by the Scientific Exhibits Committee, then a regular research project must be submitted. No resubmissions are permitted.

Abstracts for all other research projects are due May 15 of a resident’s second year of training. Abstracts must be submitted in scientific format, i.e., Objectives, Methods, Preliminary Results, and Preliminary Conclusion. The length of an abstract should not exceed 250 words. The Abstract Submission Form can be found on the AOCR website at www.aocr.org under Residency – Scientific Exhibits.

Do not include photographs, references or acknowledgements in the abstract, but include preliminary data on 5-10 patients. All abstracts must be signed by the program director indicating his/her review and approval prior to submission to the AOCR. If your study is not complete by the time an abstract is due, submit a sample of the data and indicate that the abstract represents preliminary findings.

The Scientific Exhibits Committee will review your abstract and accept or reject it. If your abstract is rejected, you will be given comments for revision and your revised abstract is due September 1.

After abstract has been accepted, begin planning layout of the exhibit. Most academic institutions have medical (graphic) arts departments that will help you immensely at this stage. Do not overcrowd the exhibit with data. The point should be clear within 5 minutes of viewing. Select best illustrative cases with high quality images. There is no need to show all cases. Graphic summaries of data can also be included. Professional illustrations and drawings add appeal to an exhibit but be sure to give credit where due. Include a few recent references on the topic of interest.

Exhibits will be evaluated prior to the Annual Meeting and must meet minimal criteria established by the committee as listed on the Evaluation Form. An exhibit must score 70 or above to fulfill the residency training requirement.

Cash awards and plaques will be presented to the first, second and third place winners in this category.

**Exhibits Not Being Presented as an AOA Residency Requirement**
Abstracts of the exhibits are due September 1 prior to the Annual Convention. Abstracts must be submitted in scientific format, i.e., Objectives, Methods, Preliminary Results, and Preliminary Conclusion. The length of an abstract should not exceed 250 words. The Abstract Submission Form can be found on the AOCR website at www.aocr.org under Residency – Scientific Exhibits.

The exhibit must be submitted in PowerPoint format **6 weeks** prior to the Annual Convention. Exhibitors that are past the due date will be assessed a penalty as follows: 1-7 days = $250; 8-14
days = $450. Exhibits not received within **14 days** of the due date, will not be allowed to be included in the Scientific Exhibit submissions for the Annual Meeting that year.
SCIENTIFIC EXHIBIT EVALUATION FORM

PRESENTATION OF MATERIAL (30)
   Basic Exhibit construction (10)
       All expected components should be present, clearly laid out, and easy to follow. The background should be unobtrusive. The figures and tables should be appropriate and labeled correctly. The title of the exhibit, authors and institution affiliation(s) should be clearly displayed at the top of the poster.

   Image quality (10)
       The radiographic images should be clear and adhere to CMS regulations regarding the confidentially of the patient.

   Orderly presentation of material (10)
       The sequence of information should be evident.

COMPLETENESS OF ILLUSTRATIVE MATERIAL PRESENTED (25)
   Selection of illustrative material according to importance of the topic (15)
       The main goal of the project should be represented by radiographic images with or without graphs/charts.

   Exhibit space assignment according to importance of the topic (10)
       The major elements of the research project should be obvious to the viewer within the first few seconds of viewing the exhibit.

WRITTEN DESCRIPTION OF MATERIAL PRESENTED (20)
   Clarity of description (10)
       Objective/Hypothesis should be logical and presented clearly. Background information should be relevant and summarized well. Connections to previous literature and broader issues should be clearly stated. The goal of the project should be stated clearly and concisely and show clear relevance beyond project.

       Methods should be thoroughly explained including why particular methods were chosen. Clear discussion of controls or comparative groups; all appropriate controls or comparative groups should be included.

       Results should include substantial amount of statistically significant and reproducible data sufficient to address the hypothesis. Presentation of data should be clear, thorough, and logical.

       Conclusions should be reasonable and strongly supported with evidence. Conclusions should be compared to hypothesis and their relevance in wider context should be discussed.

   Inclusion of current references (bibliography) (10)
       All references should be listed in chronological order with appropriate cross reference notations.

APPLICABILITY OF MATERIAL (25)
   Originality (10)
       The basis of the hypothesis should originate from the author and not replicate information that has already been documented.

   Current relevance (5)
       The data presented should be relevant to radiology issues today.

   Clinical significance (10)
       The results should contribute to the practice of radiology.

December 10, 2015