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## Guidelines on the Scientific Content of the ESNR Annual Congress

### MAIN GOALS

- To meet the community of neuroradiologists and to share knowledge, ethical and professional concerns and establish personal contacts
- Attracting as many junior neuroradiologists as possible by offering moderate fees
- Practicing and Enhancing the close relationship with our clinical and scientific partners
- Offering both a scientific forum and lectures for continuous medical education
- Stimulating discussion about scientific contributions
- Making scientific sessions attractive
- Demonstrating the updates of scientific, ethical, medicolegal and technical developments

### SCIENTIFIC SESSION

- The **scientific sessions** should remain the predominant part of the congress
- The number of parallel sessions should be kept to a minimum and parallel sessions should not deal with competing topics
- Refresher Courses should not be parallel with scientific sessions
- Abstract submission and review should be performed solely by the Internet.
- An ESNR Advisory Board should be involved in the review-process that can be chosen by the congress president
- Speaking time for oral papers should at least be 7 minutes with 2 minutes for discussion
- “Invited Lectures” should have 15 to 20 minutes of allotted time and may be presented in the beginning (or at the end) of a scientific session
- Chairpersons will be approved by the congress president and proposed by the National delegates or the members of the Scientific Committee.
- Chairpersons of a session have to be informed about the subjects of the talks (by sending the abstracts) at least 2 weeks before the congress starts
- National delegates should be involved in the congress preparations by stimulating neuroradiologists from their country to submit manuscripts and by distributing congress announcements by email

### POSTER

- The ESNR encourages poster submissions as one way of participation in the annual congress
- Poster sessions may be made attractive by guided poster tours with short presentation and discussion of each poster
- Poster Prizes are awarded as follows:
  - 1 Prize for the best scientific Poster
  - 1 Prize for the best educational Exhibit/Poster
  - 10 Cum Laude Awards
- The Committee to award these prizes consists of three neuroradiologists who are nominated by the congress president
- The laureate of the best scientific Poster will have free registration for the next ESNR meeting to be paid for by the ESNR.
- The laureate of the best educational Poster will be – after discussion with the section editor and editor of “Neuroradiology” – invited to present his work as a pictorial review article in “Neuroradiology”. Final decision upon acceptance, though, will be editorial
- All poster prize laureates will get a certificate and their poster will be published on the ESNR website. ([www.esnr.org](http://www.esnr.org)). As a prerequisite, these posters have to be submitted in a website-compatible electronic format. The authors authorize publication of their posters on the Website.
- Guidelines for the reviewers for scoring the scientific posters are a) Originality, b) Soundness of Methods, c) Clinical Relevance and d) Presentation of the Poster (Clarity, Visual Impact and Conciseness) to be rated on 5 point-scale
- Guidelines for the reviewers for scoring the educational posters are a) Clinical Relevance (Importance in Clinical Practice) and b) Presentation of the Poster (Quality of the images, Clarity, and Visual Impact) to be rated on 5 point-scale

#### GENERAL SESSION

- Specific parts of the programme, such as Opening and Closing ceremony, ESNR Scientific Award Ceremony or the Opening Lecture should be held without concurring parallel sessions
- The meeting should cover the whole spectrum of neuroradiology and should not focus exclusively on specific
- ESNR general assembly should be placed to allow for maximum participation of members

#### CME

- Lectures for **Continuous Medical Education (CME)** should be an inherent but not the predominating part (<50%) of the congress
- This educational (non-scientific) part of the congress can consist of Refresher Courses, “State of the art”-Lectures, How-to sessions, Interactive case presentations, “Hands-on” courses and workshops or by other parts of the programme which primarily aim at medical training within the speciality
- An integral part of these lectures will be related to neurosciences
- CME Accreditation on a European level has to be offered to the participants. In order to get European CME accreditation ESNR accreditation has to be obtained first.
- This information is then passed by the ESNR to the UEMS of the EACCME in Brussels.

#### REGISTRATION FEES

- **Registration fees** should be moderated in a way to attract as many neuroradiologists as possible
- Reduced fees are offered to ESNR members

#### COMPANY SYMPOSIA

- **Satellite or Company Symposia** can be a third part of the content of the meeting.
- To avoid conflicting interest they must be clearly outlined as Company Symposia and topics and speakers must be discussed and approved by the President of the Congress and the ESNR prior to the congress.

#### JOINT MEETINGS

- The ESNR supports joint meetings
- These Joint meetings should enhance the neurosciences and transdisciplinary approaches and dialogue
- Joint meetings with other societies (except the national neuroradiological societies) or groups have to pre-approved by the executive committee of the ESNR

#### ABSTRACT BAND

- Springer will print as a supplement all of the abstracts along the contract
  - *There is a maximum of 140 pages*
  - *Manuscripts have to be on Datafile*
  - *Costs are 15.000 €*
- Awarded abstracts and posters will be posted on the website ([www.esnr.org](http://www.esnr.org)).
- The president is allowed to publish additional pages in the Neuroradiology supplement to cover for the costs of the supplement