

ACTRIMS provides educational programs that allow physicians, scientists, researchers, analysts, faculty, physicians-in-training, and allied health professionals to share and receive information on advances in research and treatment in MS. Guidelines and sanctions will be enforced to ensure that there are no disruptions and the program goals are met.

The guidelines below highlight issues to keep in mind throughout the ACTRIMS program and are subject to change without prior notice. Refer to the program website for additional information.

Scientific Abstract Presenter Guidelines

GENERAL INFORMATION

The Scientific Program Committee is committed to presenting cutting edge and rigorous MS research and appreciates your contribution to the meeting. If you need assistance or have any questions, please feel free to contact the ACTRIMS Staff.

REGISTRATION

Presenters are **required** to register for the ACTRIMS Forum. To register, please visit www.actrims.org/forum/2018.

HOUSING

To reserve housing, go to [<insert link for housing>](#). The housing deadline is **January 3, 2018**. Hotel rooms at a negotiated convention rate are available on a first-come, first-served basis. Hotel rooms will run out quickly so book your hotel as soon you receive your acceptance notification.

VISA & TRAVEL INFORMATION

It is the invitee's sole responsibility to obtain official authorization to travel to the United States. The ACTRIMS office will be pleased to send you an additional letter of invitation, if needed. Please note that this letter is intended to help obtain a visa and is not a guarantee of visa approval. To request a letter of invitation, contact eviles@actrims.org.

For complete travel information, please visit the following websites

[www.http://travel.state.gov/content/visas/en.html](http://travel.state.gov/content/visas/en.html)
<http://www.cbp.gov/travel/international-visitors/esta>

MULTIPLE ACCEPTED ABSTRACTS

If you had more than one abstract accepted, please consider having a co-author present one of the abstracts.

WITHDRAWING AN ABSTRACT

You should withdraw your presentation only under extraordinary circumstances. If you are unable to find a replacement and must withdraw an abstract, please notify ACTRIMS IMMEDIATELY at eviles@actrims.org. **Please note that written requests for all withdrawn abstracts must be received from the presenting author by January 19, 2018.** Abstracts cannot be withdrawn from publication after this date. Please refer to your session ID or poster number in all correspondence.

Poster Presentation Guidelines

CALL4POSTERS® - CONVENIENCE IN POSTER PRINTING

ACTRIMS has partnered with Learner's Digest International to provide presenting authors of accepted posters with the opportunity to create their poster online using the Call4Posters® service. This optional service is an easy and convenient way for presenters to prepare their poster for the conference. It is NOT required for presenting authors to use this poster service; however it is strongly suggested that you take advantage of it.

Options and benefits:

- Free templates are available for download to make the poster creation process as easy as possible.
- Customer support is available during regular business hours to assist with questions.
- Call4Posters will print your poster according to the meeting specifications.
- The poster will be shipped to the meeting and you will be able to pick up your poster onsite and avoid the inconvenience of traveling to the meeting with your poster. It will be there waiting for you.

Corresponding authors will receive a separate email from the ACTRIMS Poster Printing Service once their poster is accepted. This will include a link and instructions on how to prepare and upload posters for poster printing, as well as details regarding payment. To access this service, check back in November 2017.

POSTER DISPLAY ONLINE

The corresponding authors of abstracts accepted for poster presentations will be asked to provide a PDF file of their poster. Those that provide a PDF file will appear on the ACTRIMS Forum 2018 website and Mobile App.

POSTER DIMENSIONS

The poster board provided will be **4 FT HIGH X 8 FT WIDE**. Your poster must fit within these dimensions.

CONTENT

Posters should be self-contained and self-explanatory. All illustrations and lettering should be prepared beforehand. The audience will be standing 3-6 feet away from your poster, so the lettering should be easily legible from that distance.

A "banner" at the top of the poster should include the abstract title, author(s) and affiliations(s).

We recommend that the content of the body of the poster "flow" from left to right.

Please include a statement listing any disclosure information or conflict of interest for all authors.

EQUIPMENT SUPPLIED ONSITE

- Poster board and pins
 - Poster number (to be placed in upper left corner). The poster number is identified in your abstract acceptance letter.
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POSTER SCHEDULE

There will be two poster sessions during the ACTRIMS Forum 2018. The sessions will be held in the Sapphire Ballroom at the Hilton San Diego Bayfront. Authors must stand by their posters during the print poster sessions:

Poster Session 1 - Thursday, February 1 6:00 PM to 8:00 PM

Poster Session 2 - Friday, February 2 11:30 AM to 1:00 PM

POSTER MOUNTING & REMOVAL SCHEDULE

Poster presenters who are presenting on Thursday, February 1 may mount their posters on **Thursday, February 1 beginning at 12:00pm** in the Sapphire Ballroom.

Poster presenters who are presenting on Friday, February 2 may mount their posters **on Friday, February 2 beginning at 7:00am** in the Sapphire Ballroom.

All posters **MUST** be mounted by the start of their poster presentation session.

Presenters who wish to take their posters home should plan to personally remove their posters by **the end of their scheduled poster session**.

All posters remaining after the designated removal times will be placed on a poster drop-off table in Sapphire Ballroom and discarded by the end of the meeting.

Platform Presentation Guidelines

PRESENTATIONS AVAILABLE ON THE ACTRIMS FORUM WEBSITE & MOBILE APP

The corresponding authors of abstracts accepted for platform presentations will be asked to provide a PDF file of their presentation slides. Those that provide a PDF file will appear on the ACTRIMS Forum 2018 website and Mobile App.

The corresponding authors of regular and Late Breaking abstracts accepted for oral presentations are also expected to present their data in a poster during their assigned Poster Session. Authors will also be asked to provide a PDF file of their poster.

The corresponding authors of abstracts accepted for platform presentations will be asked permission to post their slides at the time the PPT file is uploaded. If you do not agree, please click the appropriate checkbox during the slide submission.

Platform presenters should also take note of the following tasks and deadlines:

Regular abstract Platform Presenter	Late-breaking abstract Platform Presenter
<p>Submit by Monday, January 8, 2018</p> <ul style="list-style-type: none"> -High resolution photo -250-300 word bio as you want it posted on the program materials -Three learning objectives for your talk -PowerPoint for Windows -Course Materials, if any -Finalized talk title -Special AV requirements, if any 	<p>Submit by Friday, January 12, 2018</p> <ul style="list-style-type: none"> -High resolution photo -250-300 word bio as you want it posted on the program materials -Three learning objectives for your talk -PowerPoint for Windows -Course Materials, if any -Finalized talk title -Special AV requirements, if any
<p>The Speaker-ready Room opens on Thursday, February 1.</p> <ul style="list-style-type: none"> -Check CME approved slide deck. Upload any slides with changes. Only minor changes are allowed. <p><i>Note: After review and approval of your slides, you will be permitted to make minor changes up to 24 hours before your session. Any changes must be approved prior to your presentation.</i></p>	

Awards for Young Investigators

AWARDS AVAILABLE

To learn more about the awards offered to Young Investigators at the ACTRIMS Forum 2018, visit our [Awards & Grants](#) page.

NOTIFICATION AND ANNOUNCEMENT OF AWARDEES

Award Winners will be notified before the Networking Dinner and Award Presentation on Friday, February 2, 2018 and will be announced during the dinner program that takes place from 7:00 PM - 9:00 PM.

Nominees should be available by email or cell phone after the second poster session concludes at 3:00 pm. Notification will happen no later than 6:00 pm.

Embargo Policy

GENERAL EMBARGO POLICY

Abstracts and featured research accepted for presentation at the ACTRIMS program are embargoed until posted online on the program website. For late breaking abstracts, publication or presentation of study results is strictly prohibited until the start time of the late breaking presentation session.

Presenters are advised to read the entire [ACTRIMS Forum Embargo Policy](#).

SOCIAL MEDIA

Communicating about ACTRIMS Forum 2018 through social media is encouraged within embargo restrictions. The Twitter hashtag for the ACTRIMS Forum 2017 is #ACTRIMS2018. The use #ACTRIMS Twitter handles are also encouraged. Follow @ACTRIMS and “Like” ACTRIMS for meeting updates on Twitter, Facebook and LinkedIn.