

CSRS 2021 Presentation Guidelines

Annual Meeting 5-Minute Abstract Presentations

Presentations should focus on research and not techniques. Talks are meant to stimulate discussion and should leave ample time for audience questions. All presentations must be given in English. Invitations to present will be emailed by end of June.

Disclosures: All authors, speakers, moderators, and CSRS committee members are required to submit disclosures for the Annual Meeting and Instructional Course. The disclosures will be available to view at the meeting. Moderators review the abstracts and conflicts of interest listed by the authors to try to ensure there are no undisclosed conflicts or bias. Due to CME regulations, slides that are company produced or contain company logos are not allowed.

Length: 5 minutes. At 30 seconds over your presentation time, the AV team will cut visual feed. At 60 seconds over your presentation time, the AV team will cut audio feed.

Slide Uploads: Must be uploaded by Nov. 28 at 11:59 CST via the Speaker Site. Links to upload slides will be sent to all accepted presenters. Late slides will not be accepted to the speaker site. Slides must be in 16:9 ratio and Power Point format.

Multiple Presentation Policy: Individuals may present no more than two abstract podium presentations (includes both general and focused presentations). Authors with multiple accepted podium presentations should have a co-author present in their place. If you or one of your co-authors is unable to present this in person, please let us know as soon as possible, so that we may arrange a substitute paper.

Presenter Change: If you wish to change your presenting author, please contact CSRS at info@csrs.org prior to September 15, 2021, 11:59pm CDT. The program will go to print on September 16th; changes may not be made after that time.

Program Book Publication: Your abstract will be published in the final program book as submitted. Edits or additions are not allowed.

Authorship Listing: Your abstract will show the same authorship listing order as was given during abstract submission. Edits or additions are not allowed.

Questions: Contact info@csrs.org

Podium Presenter Checklist

- ✓ June- Confirm presentation time and presenter via email invitation
- ✓ June – Read Presentation Guidelines for Podium Presentations
- ✓ September - Register for the Annual Meeting; all applicable fees apply
- ✓ September - Secure housing; all applicable fees apply
- ✓ November – Upload your presentation to the Speaker Site and review speaking time
- ✓ December – Attend and Present at the CSRS Annual Meeting

CSRS 2021 Presentation Guidelines

E-Poster Presentations

The CSRS Program Committee has elected to have a select number of abstracts presented as e-posters. Electronic posters are similar to traditional paper posters, but displayed online at the Annual Meeting Platform. They do not require printing or production of materials. Poster presenters will not have specific presentation times where an author needs to be present. Invitations to present will be emailed by end of June.

Disclosures: All authors, speakers, moderators, and CSRS committee members are required to submit disclosures for the Annual Meeting and Instructional Course. The disclosures will be available to view on-site at the meeting. Moderators review the abstracts and conflicts of interest listed by the authors to try to ensure there are no undisclosed conflicts or bias. Due to CME regulations, slides that are company produced or contain company logos are not allowed.

Length: 10 slides max.

E-Poster Uploads: Must be uploaded by Oct. 1 at 11:59 CST via the Speaker Site. Links to upload E-Posters will be sent to all accepted presenters. E-posters will be reviewed for conflict of interest. If any conflicts arise, CSRS staff will notify the authorship team and request resolution. The poster will be removed from the program if the conflict is not resolved within 2-weeks of the conflict notice.

Guidelines:

- Prepare your E-Poster as a PowerPoint Presentation
- Slide 1 should include the title, authors, and disclosure information
- Slide 2-10 is an illustrated summary of your abstract, much like a real poster. It may include text, graphs, figures, and references.
- Convert your PowerPoint presentation to a protected PDF File

Presenter Change: E-Poster presenters are required to attend the Annual Meeting, but are not required to have a specific e-poster presentation time.. If you wish to change your presenting author, please contact CSRS at info@csrs.org prior to September 15, 2021, 11:59pm CDT. The program will go to print on September 16th; changes may not be made after that time.

Program Book Publication: Your abstract will be published in the final program book as submitted. Edits or additions are not allowed.

Authorship Listing: Your abstract will show the same authorship listing order as was given during abstract submission. Edits or additions are not allowed.

Questions: Contact info@csrs.org

E-Poster Presenter Checklist

- ✓ June- Confirm presentation time and presenter via email invitation
- ✓ June – Read Presentation Guidelines for E-Poster Presentations
- ✓ September - Register for the Annual Meeting; all applicable fees apply
- ✓ September - Secure housing; all applicable fees apply
- ✓ October – Upload final E-Poster to Speaker Site
- ✓ December – Attend the CSRS Annual Meeting

CSRS 2021 Presentation Guidelines

Symposia Speakers at Annual Meeting

Symposia topics vary year to year and focus on enriching the Annual Meeting's Research content. Discussion will be interspersed throughout symposia topics to further enhance the delegates' experience. Invitations to speak will be sent late June.

Disclosures: All authors, speakers, moderators, and CSRS committee members are required to submit disclosures for the Annual Meeting and Instructional Course. The disclosures will be available to view on-site at the meeting. Moderators review the abstracts and conflicts of interest listed by the authors to try to ensure there are no undisclosed conflicts or bias. Due to CME regulations, slides that are company produced or contain company logos are not allowed.

Length: Typically 10 minutes each, but may vary dependent on the program committee's discretion. At 30 seconds over your presentation time, the AV team will cut visual feed. At 60 seconds over your presentation time, the AV team will cut audio feed.

Slide Review for CME: A preliminary PowerPoint must be submitted for CME review by 11:59pm CDT, October 1, 2021.

Slide Uploads: Final slides must be uploaded by Nov. 28 at 11:59 CST via the speaker site. Links to upload slides will be sent to all speakers. Slides must be in 16:9 ratio and Power Point format.

Presenter Change: If you wish to change your presenting author, please contact CSRS at info@csrs.org prior to September 15, 2021, 11:59pm CDT. The program will go to print on September 16th; changes may not be made after that time.

Questions: Contact info@csrs.org

Symposia Speaker Checklist

- ✓ June - Confirm presentation time and presenter via email invitation
- ✓ June – Submit disclosure
- ✓ June – Read Presentation Guidelines for Symposia Speakers
- ✓ September - Register for the Annual Meeting; all applicable fees apply
- ✓ September - Secure housing; all applicable fees apply
- ✓ October – Preliminary PowerPoint due for CME review on Speaker Site
- ✓ November – Upload your final presentation to the Speaker Site and review speaking time
- ✓ December – Attend CSRS Annual Meeting

CSRS 2021 Presentation Guidelines

Annual Meeting and Instructional Course Moderators

Annual Meeting Moderators and Instructional Course Moderators help keep the meeting on-time and facilitate high-quality discussion between sessions. Moderator invites will be sent late June.

Disclosures: All authors, speakers, moderators, and CSRS committee members are required to submit disclosures for the Annual Meeting and Instructional Course. The disclosures will be available to view on-site at the meeting. Moderators review the abstracts and conflicts of interest listed by the authors to try to ensure there are no undisclosed conflicts or bias. Due to CME regulations, slides that are company produced or contain company logos are not allowed.

Presenter Change: If you are unable to keep your commitment, please contact CSRS at info@csrs.org prior to September 15, 2021 so that a substitute may be selected.

Questions: Contact info@csrs.org

Moderator Checklist

- ✓ June- Confirm Moderator Status
- ✓ June – Submit disclosure
- ✓ June – Read Presentation Guidelines for Annual Meeting Moderators
- ✓ September – Check Registration, AM and ICL Moderators who are Active/Senior Members will be registered for their respective meetings by CSRS Staff (complimentary)
- ✓ September - Secure housing; all applicable fees apply
- ✓ November – Review moderating time
- ✓ December – Attend CSRS Annual Meeting

CSRS 2021 Presentation Guidelines

Research Grant Presenters

Research updates will be given for CSRS ongoing research projects.

Disclosures: All authors, speakers, moderators, and CSRS committee members are required to submit disclosures for the Annual Meeting and Instructional Course. The disclosures will be available to view on-site at the meeting. Moderators review the abstracts and conflicts of interest listed by the authors to try to ensure there are no undisclosed conflicts or bias. Due to CME regulations, slides that are company produced or contain company logos are not allowed.

Length: Typically 2 minutes each, but may vary dependent on the program committee's discretion. At 30 seconds over your presentation time, the AV team will cut visual feed. At 60 seconds over your presentation time, the AV team will cut audio feed.

Slide Review for CME: A preliminary PowerPoint must be submitted for CME review by October 1, 2021.

Slide Uploads: Final slides must be uploaded by Nov. 28 at 11:59 CST via the speaker site. Links to upload slides will be sent to all speakers. Slides must be in 16:9 ratio and Power Point format.

Presenter Change: If you wish to change your presenting author, please contact CSRS at info@csrs.org prior to September 15, 2021, 11:59pm CDT. The program will go to print on September 16th; changes may not be made after that time.

Questions: Contact info@csrs.org

Research Speaker Checklist

- ✓ June - Confirm presentation time and presenter via email invitation
- ✓ June – Submit disclosure
- ✓ June – Read Presentation Guidelines for Research Speakers
- ✓ September - Register for the Annual Meeting; all applicable fees apply
- ✓ September - Secure housing; all applicable fees apply
- ✓ October – Preliminary PowerPoint due for CME review on Speaker Site
- ✓ November – Upload your final presentation to the Speaker Site and review speaking time
- ✓ December – Attend CSRS Annual Meeting

CSRS 2021 Presentation Guidelines

Instructional Course Speakers

Instructional Course Speaker topics vary year to year and promotes high quality meaningful research, discussion, and exchange of ideas for the diagnosis and treatment of cervical spine injury and disease. Discussion will be interspersed throughout the course to further enhance the delegates' experience. Invitations to speak will be sent late June.

Disclosures: All authors, speakers, moderators, and CSRS committee members are required to submit disclosures for the Annual Meeting and Instructional Course. The disclosures will be available to view on-site at the meeting. Moderators review the abstracts and conflicts of interest listed by the authors to try to ensure there are no undisclosed conflicts or bias. Due to CME regulations, slides that are company produced or contain company logos are not allowed.

Length: Typically 10 minutes each, but may vary dependent on the education committee's discretion. At 30 seconds over your presentation time, the AV team will cut visual feed. At 60 seconds over your presentation time, the AV team will cut audio feed.

Slide Review for CME: A preliminary PowerPoint must be submitted for CME review by October 1, 2021 by 11:59pm CDT. Failure to submit your presentation for review may result in removal from the program.

Slide Uploads: Final slides must be uploaded by Nov 7, 2021 at 11:59 CST via the Speaker Site. Links to upload slides will be sent to all speakers. Slides must be in 16:9 ratio and Power Point format.

Presenter Change: If you wish to change your presenting author, please contact CSRS at info@csrs.org prior to September 15, 2021, 11:59pm CDT. The program will go to print on September 16th; changes may not be made after that time.

Questions: Contact info@csrs.org

Instructional Course Speaker and Moderator Checklist

- ✓ June - Confirm presentation time and presenter via email invitation. CSRS Staff will register accepted Speakers and Moderators for the Instructional Course (free of charge)
- ✓ June – Submit disclosure
- ✓ June – Read Presentation Guidelines for Instructional Course Speakers and Moderators
- ✓ September - Secure housing; all applicable fees apply
- ✓ October – Speakers submit preliminary PowerPoint due for CME review on Speaker Site
- ✓ November – Speakers upload your final presentation to the Speaker Site and review speaking time
- ✓ Nov-Dec – Attend CSRS Instructional Course