



RSNA 2020 After-Hours Industry Presentation Guidelines

An After-Hours Industry Presentation allows an exhibiting company the opportunity to engage with RSNA attendees beyond the meeting. These presentations may run up to 60 minutes and include both your pre-recorded presentation and any live Q&A time. Livestream chat, polling and Q&A functionality are available within the platform.

It is the company's responsibility to distribute these guidelines to the appropriate company personnel and/or any agents, representatives or contractors involved in planning activities during the RSNA annual meeting. The company requesting an After-Hours Presentation is responsible for the actions of its employees and/or agents and will be expected to follow all rules and guidelines outlined below.

General Guidelines

1. An After-Hours Presentation is hosted by an exhibiting company on the RSNA platform and held outside the RSNA 2020 program hours. Medical societies and associations are not eligible to conduct an After-Hours Presentation during the RSNA annual meeting. Presentations must be straightforward, professional and non-combative in nature.
2. After-Hours Presentations are available for \$12,500 per session and on a first-come, first-served basis. Fees are non-refundable and non-transferable. Payment must be sent to RSNA at the time of form submission. If the sponsorship is cancelled between August 1 and October 1, 50% of sponsorship fee will be charged. Cancellations after October 1 will be charged the full rate.
3. RSNA is not liable for any production quality issues with the pre-recorded presentation or Q&A sessions. RSNA assumes no liability for circumstances beyond our control such as power failures, malfunctioning of the Online Event Platform, internet, or devices and other systems used to access the virtual meeting platform, or for any situation where a presenter does not attend the session or has technical issues with their equipment.
4. RSNA does not guarantee attendance numbers for any sponsored education presentation, including After-Hours Presentations.
5. After-Hours Presentations are available daily from Sunday, November 29 to Saturday, December 5 and will be scheduled on a first-come, first-served basis. The After-Hours Presentation fee **includes one sixty-minute session for a company to host a presentation, including any Q&A or discussion.**
6. Availability for After-Hours Presentations is limited. Content and timing are subject to review and approval by RSNA and the platform vendor to ensure no conflicts with any RSNA organized events and availability of vendor staff.



7. Companies have the option to include the session recording as on-demand content within the virtual meeting program through April 30, 2021.
8. Third-Party Organizers: Companies that choose to use a third-party organizer must submit a letter on company letterhead naming the third party as being authorized to handle planning responsibilities on the exhibitor's behalf. Third-party organizers cannot be a medical society or association. No direct requests from third-party organizers will be considered.
9. After-Hours Presentation title, description and speakers must be submitted to RSNA for review prior to promotion of the program.
10. Companies will provide all deliverables by the official deadlines. Failure to do so may impact both the listing in the Industry Presentations agenda and the presentation of the program.
11. After-Hours Presentations are open to all attendees and industry personnel registered for RSNA 2020. Companies may not charge a fee to attendees.
12. Speaker honoraria are allowed and will be administered by the company or third-party provider. Exclusivity agreements that prohibit speakers from presenting at other RSNA courses are not allowed.
13. Companies must disclose to speakers that this is a sponsored program and not an RSNA session.
14. All After-Hours Presentations must be held in compliance with ACCME's Standards for Industry Support and the AMA's Opinion on Gifts to Physicians from Industry.
15. After-Hours Presentation sponsor agrees to adhere to guideline #6, item D in the [RSNA 2020 Virtual Exhibit Rules and Regulations](#) by preserving the anonymity of patients and research subjects by removing all potentially identifying information including patient likenesses, identification numbers, names, initials, etc.—from images, charts, graphs, tables, and text.
16. After-Hours Presentations found to be in violation of these guidelines shall be immediately discontinued. This agreement is in addition to any contract for a virtual exhibit. All terms, conditions, rules and regulations contained therein remain in full force. The company waives any rights to claims of damages arising out of enforcement of these guidelines.
17. Cancellation of virtual exhibit space will result in the immediate release of any confirmed After-Hours Presentations.
18. All matters and questions not covered by the above guidelines are subject to the discretion of RSNA. These RSNA guidelines may be amended at any time and all amendments shall be equally binding on all parties. In the event of any amendment or addition to these guidelines, written



notice will be given by RSNA to such parties.

19. The company shall protect, indemnify, hold harmless and defend RSNA, its officers, directors, agents and employees against all such claims, liabilities, losses, damages and expenses, including reasonable attorneys' fees and costs of litigation; provided that the foregoing shall not apply to injury, loss or damage caused by or resulting from the negligence of RSNA, its officers, directors, agents or employees.

Presentation Guidelines and Logistics

1. Companies will select their preferred presentation format and will be responsible for all aspects of development, recording and producing of their After-Hours Presentation.
2. After-Hours Presentations are subject to a prompt start and end time.
3. **After-Hours Presentations may not run over 60 minutes. The sixty minutes is inclusive of both the pre-recorded presentation and any live Q&A or discussion. Please be aware of the length of your pre-recorded session if you intend for any time to be devoted to Q&A or discussion.** The vendor will end the programming at the scheduled end time. Companies that do not adhere to the schedule will not be allowed to participate in future RSNA presentations.
4. All companies must pre-record presentations and can only live stream the Q&A follow-up discussion portion of the session. Production services, including a complete live stream presentation, may be available on a very limited basis and pending staff availability and for an additional fee with Freeman. Companies that choose to live stream the full presentation are responsible for any additional fees and acknowledge that RSNA is not liable for any technical issues. Additionally, RSNA will not be liable for any issues with a presenter's computer or technology during a session, live stream or for any situation where a presenter misses the session or does not attend the presentation.
5. Any and all charges for services above and beyond what is included in the sponsorship that are levied by Freeman or other vendors are the responsibility of the After-Hours Presentation sponsor. RSNA is not responsible for payment for any services connected with the presentation. RSNA has no authority over any charges or contracts that are required by any vendor related to the development, recording and production of the After-Hours Presentation.
6. Companies will work with the vendor of their choice to produce the pre-recorded section according to the provided specifications. The standard production option for the live Q&A portion of an After-Hours presentation is to show a video of the speaker. Enhanced features such as lower thirds, background video and passing signals around or other requests may be available through Freeman for an additional charge and based on availability.



7. There are no limits on the number of presenters in the pre-recorded presentation, however the sponsor must submit only one finalized pre-recorded video file. There may be anywhere from one to six presenters/moderators involved in the live Q&A for an After-Hours Presentation. Companies are encouraged to use an even number of presenters during the live Q&A to best fill the screen space. One of the presenters/moderators in the live Q&A section should be prepared to moderate the live stream chat, Q&A or polling.
8. During the live Q&A portion, attendees may post questions to the Q&A and chat windows that will be at the right of the session window. Attendees will not be able to speak during the session and will be limited to typing their comments and questions. Attendees will be encouraged to use the Q&A for questions and chat for general comments. The presenter/moderator or a staff person will be responsible for managing and replying to these questions using an administrative dashboard. The link for accessing the dashboard will be emailed to the speaker in advance of the session.
9. Presenters will be sent a link to a Virtual Green room in advance of the session where Freeman technicians will provide basic technology and sound checks.
10. After-Hours sponsors must upload a single video file of the pre-recorded presentation; use of multiple files will not be permitted. Accepted file types include Mp4 or H.264 and file size should not exceed 2GB. Detailed instructions for submission will be shared with the sponsor in September.
11. RSNA requires the sponsor to review the final submitted presentation file for accuracy and quality before submission. RSNA is not liable for any quality, sound or video issues for pre-recorded presentations.
12. Uploads of pre-recorded videos will be accepted starting on October 5, 2020 and must be received no later than October 20, 2020. A delay in meeting the deadline will result in a fee. Once the system is closed, additional uploads will not be accepted. No refunds will be offered for companies that miss the deadline to upload recordings.

Promotional Guidelines

1. Companies must complete and submit the Program Submission Form in order to be listed in the Industry Presentations agenda. The form will capture title, speaker(s), session information and any links and will be listed in the agenda exactly as submitted. The last date to submit your Program Submission Form for inclusion in the Industry Presentations agenda is October 20, 2020. Changes to presentation listings will not be accepted after this date. Refer to Important Deadlines for additional details at end of this form.



2. Due to ACCME guidelines for commercial support all After-Hours Presentations will reside in the Industry Presentations agenda.
3. After-Hours Presentations will be listed in the Industry Presentations agenda as “Title: Company name.” The Industry Presentations agenda will be available online on November 29.
4. Companies will receive metrics as well as a list of attendees that opted to share their contact information following the After-Hours Presentation. Sponsors may also include an RSVP link in their session information to secure any pre registrant information. Metrics for on-demand content can be requested on a monthly basis.
5. Exhibitors may promote the After-Hours Presentation within their virtual exhibit and may also purchase the RSNA Attendee Registration list. All companies may participate in select RSNA promotional opportunities to promote the After-Hours Presentation. Visit [RSNA.org/Promote](https://www.rsna.org/Promote) to see available opportunities.
6. Companies may not misrepresent the After-Hours Presentation as RSNA education in any promotional materials before, during or after the program.

IMPORTANT DEADLINES

File Submissions

- October 5: pre-recorded video files may now be uploaded
- October 20: final deadline for pre-recorded video submission

Program Submission

- October 20: program submission form due. Note that no changes to your presentation listing will be accepted after this date.

Platform Access

- November 29: RSNA 2020 meeting opens and is accessible to all attendees