2018 ANNUAL CONFERENCE

***Park City, Utah***

*April 25-29, 2018*

INFORMATION PACKET FOR POSTER PRESENTERS

**To**: 2018 ISCE Annual Conference Poster Presenters

**From**: David Struss, MD, PhD, Conference Chair

It is a pleasure and privilege for me, as the 2018 Conference Chair, to congratulate you for being selected to present your abstract at a Poster Session at ISCE’s 43rd Annual Conference scheduled April 25-29, 2018 at the Chateaux Deer Valley in Park City, Utah.

The principal goal of ISCE 2018 is the exchange of information through interdisciplinary dialogue, both public and private, among participants who represent industry, academia, and healthcare agencies. Public dialogue takes place in the plenary sessions and the published proceedings. Informal dialogues take place at poster sessions, meal times, and the afternoon *ad hoc* sessions. The objective is to maximize the opportunity of conferees to interact with the presenters, whether they be electrophysiologists, epidemiologists, clinicians, computer scientists, engineers, or mathematicians. Presenters are encouraged to participate in the public dialogue in all sessions and to be available for informal discussions throughout the conference.

ISCE 2018 will feature an exciting program focusing on the most novel and important developments in computerized electrocardiology, presented by internationally renowned experts, as well as young investigators. The meeting will start on Wednesday, 4/25/18 with a pre-conference tutorial organized by meeting Co-chair, Cees A. Swenne, PhD, entitled “Serial ECG Analysis.” The tutorial will be followed by a welcoming reception. For more information, visit the ISCE website at [www.isce.org](http://www.isce.org).

All ISCE conference poster presenters have several important responsibilities, which are detailed in the following pages. Please read these attachments carefully.

Please direct any questions about the conference to Susan Wagner, ISCE Executive Administrator, [Susan@McKennaManagement.com](mailto:Susan@McKennaManagement.com) - Phone: (978) 250-9847

I look forward to seeing you at ISCE 2018 in Utah!

**ISCE INFORMATION and REQUIREMENTS POSTER PRESENTERS**

**Conference Registration Information:**

Poster presenters and their guests MUST register online for the conference [on](http://www.isce.org/) ISCE’s website, [www.isce.org](http://www.isce.org). The conference online registration includes overnight reservations and MUST be completed by March 1, 2018 in order to ensure room availability by the hotel. A late fee of $200 will be imposed after that date. All conference fees are paid by the poster presenter.

**General Information:**

* Poster presenters must prepare and present a poster according to guidelines set forth in Attachment A.
* Poster Competition - The presenters of the two best posters shown during the poster sessions will be awarded a certificate and a one-year membership in ISCE. In addition, the two Poster Competition winners are invited to submit a manuscript for the ISCE supplement issue of the Journal of Electrocardiology according to guidelines listed in Attachment B. Presentation of the poster awards will be at the banquet dinner on Saturday, April 28th.
* Manuscript Submission: Only Poster Competition Winners are invited to submit a manuscript, but this is optional. *Poster presenters who are not competition winners are NOT eligible to submit manuscripts for the ISCE conference issue of JECG* (see Attachment B).

**ATTACHMENT A**

**ISCE GUIDELINES FOR POSTER PREPARATION AND PRESENTATION**

**POSTER INSTRUCTIONS**

* Only registered attendees may present a poster.
* Each poster should be mounted on a poster display board in the poster exhibit room between 1 and 2pm on the day it is scheduled for presentation, and removed between noon and 1pm the next day.
* Each poster presenter is asked to present at the poster from 5 to 6pm and additionally during the “late-evening poster hour” (10-11pm) on the day of presentation. This will give conference attendees an opportunity to discuss your work with you.
* Each poster board is about 120 cm (4 feet) tall and 224 cm (8 feet) wide. Abstract title and author(s) should be placed at the top of the board, with lettering at least 24.5 mm (1 inch) high. The abstract should be typed in large font and posted in the upper left-hand corner of the board. Poster tacks will be provided.
* All illustrations should be made in advance. All illustrations, charts, tables, lettering, and drawings should be made to be readable from distances of at least 3 feet. They should be kept simple and clear, with heavy lines and effective use of color. You are encouraged to bring handouts of information you wish to share with other conferees.

Poster Competition - The presenters of the two best posters shown during the poster sessions will be awarded a certificate and a one-year membership in ISCE. In addition, the two Poster Competition winners are invited to submit a manuscript for the ISCE supplement issue of the Journal of Electrocardiology according to guidelines listed in Attachment B. Presentation of the poster awards will be at the banquet dinner on Saturday, April 28th.

**PRESENTATION POLICIES AND GUIDELINES**

All presenters must observe the following ISCE policies regarding patient privacy and/or guidelines regarding animal research.

* + Revealing the identity of patients in a public forum is against the law. Patient identification must be removed from handouts, posters, or any part of a presentation.
* It is incumbent upon the presenter to have performed any animal research humanely according to NIH or equivalent guidelines. Unseemly commentary concerning animal behavior cannot be condoned nor permitted in this public forum during presentations involving animal research.

**ATTACHMENT B**

**ISCE GUIDELINES FOR Manuscript Preparation and Submission**

**FOR POSTER COMPETITION WINNERS**

Winners of the Poster Competition are invited to submit a brief manuscript based on their presentation to the *Journal of Electrocardiology (JECG)*, but this is optional.

*Note*: *Poster Presenters who are not Poster Competition winners are NOT eligible to submit manuscripts*.

**Guiding principle**

To provide a means of producing peer-reviewed, fully indexed publications based on presentations at the ISCE Annual Conference in the ISCE supplement issue of the *Journal of Electrocardiology*, the official journal of ISCE.

**MANUSCRIPT SUBMISSION**

1. Manuscripts should be based on the author’s ISCE presentation, and may describe original research or review a field of research.
2. Manuscript must be submitted by **May 15**, via the Elsevier web site:
   * Point your browser to <http://ees.elsevier.com/jecg/>
   * Register if you have not previously, and then login as "Author"
   * Review the “Author Information” list for manuscript and artwork guidelines
   * Select "Submit New Manuscript" from the menu
   * Select "ISCE Manuscript" as "Article Type"
   * Enter manuscript "Title" and "Authors" when prompted; be sure to check the "Corresponding Author" box for the "First Author"
   * Select the "Session" of your presentation from the pull down menu
   * Enter the files for manuscript body, figures, tables, etc. as requested
   * Submit when finished.
3. Elsevier will manage submission, peer review, and publication of the articles directly with each author, including reprint and copyright requests.

**SPECIFIC ISCE MANUSCRIPT REQUIREMENTS:**

1. Electronic files must be in MS Word format; text should be typed and double-spaced.
2. Provide a separate title page, containing full institutional affiliations, complete mailing address for presenting author (and corresponding author if different from presenter), and email address/telephone number of corresponding author.
3. Provide a separate page with an abstract, formatted in accordance with Abstract Guidelines outlined at the end of this section.
4. Manuscripts should be no more than 4 published journal pages in length. As a guide, this translates to about 10 pages of double spaced text material (exclusive of tables, figures, legends and references), or about 2000-2500 words.

**ATTACHMENT B, Page 2**

1. Over length manuscripts will be abridged to the proper length or, with the consent of the ISCE Publications Chair, assessed publisher’s page charges of $500 per excess page prior to publication.\*
2. References are limited to 20, and should be in standard journal format, with inclusive pagination for citations.
3. Illustrations must be provided as high quality JPEG or TIFF digital images (PDF files are not accepted). Illustrations should be uploaded separately, not embedded within the text.
4. Illustrations in the printed article are limited to 3. Color illustrations can be accommodated in the printed article when essential, but this will incur a separate publisher's charge per illustration to the author.\*
5. Additional illustrations (black & white or color) may be submitted without charge for online viewing. These supplementary illustrations should be uploaded to the Elsevier website with the manuscript, but in a separate file from the illustrations included in the printed article.
6. Tables are limited to 2. Additional tables may be submitted without charge for online viewing. These supplementary tables should be uploaded to the Elsevier website in the same manner as supplementary illustrations (see #7).
7. Video illustrations related to the manuscript may be made available online by providing a QR code or referencing a file link (e.g. YouTube) within the manuscript.

*\* Authors wishing to submit more than the 4 allowed journal pages or to include color illustrations in the printed article will be billed directly by Elsevier. Questions concerning this procedure should be directed to the ISCE Publications Chair.*

*Please forward any questions to ISCE Executive Administrator, Susan Wagner at* [*susan@mckennamanagement.com*](mailto:susan@mckennamanagement.com)

**ABSTRACT GUIDELINES**

Abstracts must be written in MS Word, 400 words or less, and presented in the following format:

* Line 1: title of the abstract
* Line 2: all authors: full names, credentials (e.g. MD, PhD), institution, city, state, and country

***Example:***

Ala N. Other, PhDa, Joseph Doe, BScb, Andy Chap, MDa

*aDept of Bioinformatics, University Hospital, Nowhere, NY, USA*

*bDept of Errors, Institute of Faults, Cheaptown, Costa Fortuna*

* Line 3: blank line
* Beginning on line 4: body of the abstract, which may include one table if appropriate. For research presentations, the body should use headings: background, purpose, methods, results, conclusions.
* No illustrations or references should be included