SRS Handout Guidelines

**Handouts are required for each Pre-Meeting Course and Half-Day Course Presentation**

*(not panels or case discussions)*

Upload to: [https://owpm1.com/abstracts/SRSAM/acceptance](https://owpm1.com/abstracts/SRSAM/acceptance)

Due July 15, 2020

Handouts are included in the printed Final Program for the Annual Meeting. It is essential that deadlines and guidelines are respected in order to meet printing and style demands. The following guidelines were developed to assist you in preparing your handout.

**Handout Guidelines**

- **Word document ONLY.**
- **No PDF and PowerPoint will be accepted.**
- **Page limit: 6 pages.**
- **They should be an outline of the presentation and should contain all key points of the presentation but not an exact replication of the text on your slides. The learners should be able to follow the lecture from the handout.**
- **Include a bibliography listing relevant reference material.**
- **Pictures and x-rays do not copy well. Line drawings, charts and graphs, however, are useful and are encouraged. Handouts should contain no more than 6 images.**
- **Journal articles or book chapter reprints are not acceptable as handouts, and those submitted will be returned to the sender.**

**Product-Specific Language**

The term “hardware” should not be used in written abstract submissions, oral presentations and E-Poster presentations. The terms “instrumentation,” “implants,” “constructs,” or “montage” should be used instead.

SRS strongly prefers that surgical approaches or specific instrumentation such as “Isola, TSRH, CD, XLIF, DLIF, AxiaLIF, Solera, Vertex, Expedium, Mountaineer, Shilla, VEPTR etc.,” are not used in presentations. These terms should be replaced by a generic description of the instrumentation or technique **unless the use of the term directly impacts learners’ understanding of the presentation or data.** Instrumentation may also be referred to when the device name is a landmark system that is no longer sold (i.e. Harrington, Cotrel-Dubousset, Luque). **Company names and logos must never be used in a presentation.**

It is recognized that studies evaluating a device or devices or comparing different devices or techniques may require the use of product or technique names. **If a device trade name or industry developed technique using a trademarked name are used in an abstract or presentation, it will be specifically reviewed by the CME Committee for evaluation of any potential conflict of interest.** When there is a known potential conflict of
interest, an expanded verbal disclosure will be necessary at the time of presentation. Furthermore, if a product name is mentioned, the audience should be informed of why it is necessary to give the name.

**Layout Guidelines**

It's fairly simple to create an outline that is visually appealing and will aide the presentation content by making it accessible. Here are some tips.

- Use bullets or symbols to draw attention easily and quickly to key points. Most word processing systems have a “dingbats” or “symbol” file that offers a variety of symbols.
  - These add interest to your handout and call attention to key points.
  - They also break up the copy, making it easier to follow.

- Use **bold type** to emphasize important text, or you may want to put it in a box.

- **MANY PEOPLE PUT IMPORTANT POINTS IN CAPITAL LETTERS FOR EMPHASIS. THIS CAN BE EFFECTIVE FOR SINGLE WORDS OR SHORT PHRASES, BUT STUDIES HAVE SHOWN THAT LARGE BLOCKS OF TEXT IN CAPITAL LETTERS ARE ACTUALLY MORE DIFFICULT TO READ THAN UPPER AND LOWER CASE LETTERS. LIKE THIS.**

- Use line drawings, tables and graphs to add useful information or focus attention on key points.

- Label the most important points: “**Key Facts**” or “**Special Considerations,**” etc.

**SAMPLE LAYOUT**

**Presentation Title**

First Name, Last Name, Designation
Institution
City, State, Country
Optional: Address, Phone, Email

**TITLES**

Please include the session title, as shown in the course brochure, as well as the title of your presentation, your name, and your full address, on the title page of your handout.

**HEADINGS**

Using headings makes the handout easier to follow and provides a more pleasing appearance. Headings should be in bold type, either all capitals or title format, with the first letter of each word capitalized. You may also wish to underline.

**SPACING**

Single spacing, with double spaces between paragraphs, is recommended in order to provide more information in fewer pages. Also, it does a better job of tying together related sentences and gives a clear transition between paragraphs.