



## 2018 NYC NANS Summer Series Abstract Submission Guidelines

**Submission Period:** February 21 – April 16, 2018. The submission portal closes at 1:00 pm CST on Monday, April 16, 2018.

### How do I submit an abstract?

**NANS Members:** You can log in to the abstract submission site using your NANS username and password.

**Non-Members:** If you have previously submitted an abstract with NANS, you may already have a username and password. If you cannot remember your username and password, please contact Member Services at 847.375.4714 or [info@neuromodulation.org](mailto:info@neuromodulation.org) for assistance in obtaining your credentials. For registration purposes, it is critical that you do not create a duplicate membership record.

If you are not a NANS member and or have not used the abstract submission site before, you can register to create an account [here](#).

### When is the submission deadline?

Monday, April 16, 2018, at 1:00 pm.

### What are the presentation formats?

**Oral Presentations** — Ten abstracts will be selected for oral presentations to take place during the Poster Highlight Session on Saturday, August 25, 2018.

**Paper Posters** — Abstracts accepted for a printed paper poster will be displayed for viewing on individually assigned poster boards. All accepted abstracts will be required to present a printed paper poster. Presenting Authors will be assigned to present their work during one of the paper poster sessions on Saturday, August 25, 2018, or Sunday, August 26, 2018.

**Please note:** All accepted abstracts will be required to submit an electronic poster version of their abstract and present a printed paper poster. There will not be a moderated session or physical presentations of e-posters. E-posters will be available on monitors throughout the entire meeting and uploaded to the meeting web page.

#### Abstracts

All accepted abstracts will be published on the meeting website and have the option for publication in *Brain Stimulation Journal* (opt-in for publication during submission). Abstracts published in *Brain Stimulation Journal* will not include images, tables and figures. If you would like to have figures and tables published in *Brain Stimulation Journal*, all accepted abstracts will have the opportunity to submit a 2 Page Proceedings in its place.

#### 2 Page Proceedings:

All accepted abstracts will have the opportunity to also submit a 2-page proceeding to be published electronically in *Brain Stimulation Journal*, following the meeting. Additional information on how to submit proceedings will be sent to Presenting Authors with abstract acceptance letters. NANS will provide a template to use for the 2 Page Proceedings for submission structure and format. The abstract, figures and tables must be included in the Proceedings and must not exceed 2 pages.

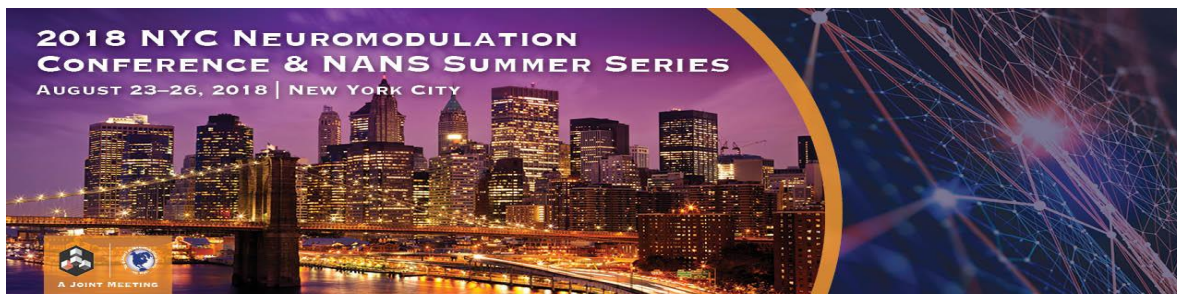


### Brain Stimulation Journal Publication

All accepted Abstracts and 2 Page Proceedings are eligible for publication in the *Brain Stimulation Journal* which is the highest impact journal dedicated to neuromodulation. All publications are subject to secondary review by *Brain Stimulation Journal* editors. Abstracts and 2 Page Proceedings published in *Brain Stimulation Journal* may be subject to terms of the journal regulations.

## What information is required to complete a submission?

- Abstract Organizer** — This role should be selected if you are an individual submitting the abstract **on behalf** of the Presenting Author and Co-Authors. This role can be selected on the "People Associated with this Abstract" page during the submission process.
  - Example:** Mr. Smith works for company X and needs to submit multiple abstracts on behalf of Dr. Jones, et al. Mr. Smith submits the abstract content. When he reaches the "People Associated with this Abstract" page, Mr. Smith will need to change his role to "Abstract Organizer." After that is complete, Mr. Smith can then add the presenting author and each co-author associated with the abstract.
- Presenting Author** — The Presenting Author is the person who will present the accepted abstract at the meeting. **All correspondence, including acceptance letters, will be sent via email to the Presenting Author.** Presenting Authors are responsible for submitting 2 page proceedings and the printing costs for paper posters.
  - Employees of an ACCME defined commercial interest cannot be the presenting author during CME sessions.** All oral abstract presentations will be during CME sessions.
- Co-Authors** — A maximum of 25 authors is allowed for each abstract. Full names with credentials, contact information, city, and state or country must be included for all authors. After successful submission of the abstract, all Co-Authors will receive an email notification about the abstract submission and will be asked to complete a disclosure form.
- Title** — The title will be published in the final meeting program. As an example, a properly formatted title would read: "Programming Optimization Strategies for Burst May Improve Outcomes," not "Programming optimization strategies for burst may improve outcomes."
- Abstract Body** — This includes an Introduction, Methods, Results, and Conclusion.
- Length** — Should not exceed 400 words.
- Figures** — Charts, graphs, or images can be submitted.
- Presentation Preference** — Please indicate whether or not you would like to be considered for an oral presentation. As a reminder, all accepted abstracts will present a paper poster and be required to submit an e-poster. **Note:** *The assigned format is at the discretion of the Scientific Program Committee.*
- Additional Information** — This includes providing three keywords that describe your abstract, whether or not the abstract has been previously presented at another meeting, and whether or not you would like to submit a 2 page abstract proceeding.
- Disclosure** — A disclosure form will be required for the Presenting Author and all Co-Authors of the submitted abstract, as well as agreement with the **Terms and Conditions**.



11. CME Requirements - Abstracts accepted for the 2018 NYC Neuromodulation NANS Summer Series Meeting cannot contain advertising, logos, trade names, or a product-group message. To ensure all scientific content is free from commercial bias, please include generic names or terms in your abstract content. If the abstract includes trade names, names from several companies should be used to present all available treatment options.

- a. Employees of a commercial interest- individuals with this type of financial relationship cannot present in CME sessions if the topic of their presentation relates to the business lines or products of their employer.

12. **Review Work** — The Presenting Author and abstract information will be published exactly as submitted, **without exception**. Please review submissions carefully for typographical errors.

13. Authors may make corrections to abstracts until April 16, at 1:00 pm (CST). Data for abstracts cannot be changed after the abstract submission site has closed.

14. A confirmation letter will be sent after successful submission of the abstract.

15. Registration - Presenting Authors are required to register and to attend the 2018 NYC Neuromodulation NANS Summer Series. Registration must be completed by Friday, July 27, 2018, for any submission to remain in the program.

16. Expenses - All presenters are responsible for all expenses associated with attending the meeting, including meeting registration, travel, housing, and paper poster printing.

## Can I edit my submission?

Yes, you may make any edits until the **submission deadline on Monday, April 16, 2018, at 1:00 pm. CST**. Edits would include changing the title, adding or deleting authors, or changing the abstract body. Once the review process begins **no changes** to the submissions are allowed – **no exceptions**. Please note that any typographical or spelling errors, improperly formatted titles, etc., will NOT be edited by anyone at the NANS office. It is the responsibility of the submitter to review and verify all work submitted.

## Can I submit charts, graphs, or images with the abstract submission?

Yes, if you have any charts, graphs, or images associated with your abstract, please upload them as a jpeg or PDF file in the abstract submission form.

## How will the abstract be available to meeting attendees?

All accepted abstracts must submit an electronic poster of their abstract as well as present a paper poster at the meeting. All electronic posters will be available on the meeting website and monitors throughout the meeting. They will be published exactly as they are submitted, **with no exceptions**. **Please proofread your abstract** before it is submitted to avoid errors.

## What is the review process?

Abstracts submitted for the 2018 NYC NANS Summer Series are blindly reviewed by an independent scientific review committee and scored on scientific merit, originality, and the relevancy to the field of neuromodulation. Although scientific data is important, the quality of the abstract is the primary determinant for acceptance by the NYC NANS Conference Committee. The Conference Committee has final discretion regarding abstract presentation format.





## Registration/Attendance Requirement

As Presenting Author, if your abstract is accepted, you must register and attend the 2018 NYC NANS Summer Series. Registration must be completed by Friday, July 27, 2018. *If the Presenting Author does not register by this date, all accepted abstracts by the Presenting Author will be declined.* If not able to assume responsibilities of Presenting Author, a Change of Presenting Author Form must be completed by Friday, July 13, 2018, and submitted before the name change can be completed.

## How do I change the presenting author for an abstract?

Please complete the [Change of Presenting Author Form](#). Then, forward the completed form to [akec@neuromodulation.org](mailto:akec@neuromodulation.org). No change will be made without receipt of the completed form, including updated disclosure information. Deadline to for submitting change of Presenting Author Forms: Friday, July 13, 2018.

After the change, all correspondence will then be addressed and sent to the new Presenting Author.

## Travel Arrangements and Expenses

The Presenting Authors for all accepted abstracts (oral abstract presentation, paper poster presentation, and electronic poster) are responsible for all travel arrangements and expenses associated with attending the annual meeting:

- Meeting Registration
- Travel
- Housing
- Paper Poster Printing

## Important Dates for the 2018 NYC NANS Summer Series Abstract Center

- Submission Site Opens — February 21, 2018.
- Submission Site Closes — Monday, April 16, 2018, at 1:00 pm. CST.
- Abstract Acceptances — Emails will be sent in early June 2018 to each submission's **presenting author**.
- Deadline for Change of Presenting Author Form – Friday, July 13, 2018.
- Deadline for Presenting Author to Complete Registration – Friday, July 27, 2018.
- Deadline for Oral Presentation Submission to NANS – Wednesday, August 1, 2018.
- Deadline for Electronic Poster Submission — Wednesday, August 8, 2018, at 11:59 pm. CST. **Late submissions will not be accepted. There are no exceptions.**

If you have any other questions after reading this document please do not hesitate to contact our office by calling 847.375.4714 or by emailing us at [info@neuromodulation.org](mailto:info@neuromodulation.org).