2019 AANS Annual Scientific Meeting
Abstract Submission Guidelines

Submission Period: May 24-Oct. 9, 2018.
The submission portal closes at 5 p.m. CDT on Tuesday, Oct. 23, 2018.

How do I submit an abstract?

Visit: https://myaans.aans.org/MyAANS.aspx, and log in to MyAANS.

American Association of Neurological Surgeons (AANS) Members: You can log in to the Abstract Center using your MyAANS account user name and password.

Non-members: If you have previously submitted an abstract, you may already have a user name and password. If you cannot remember your user name and password, click here for assistance in getting that information.

If you are not a member and have not accessed the Abstract Center before, you can register to create an account here. For AANS Annual Meeting registration purposes, it is critical that you DO NOT create a duplicate membership record.

When is the submission deadline?

Tuesday, Oct. 23, 2018, at 5 p.m. CDT

What are the presentation formats?

Oral Presentations — The highest-ranked abstracts will be selected for presentation in one of our three Plenary Sessions, seven Scientific Sessions or 10 Section Sessions. These sessions take place Monday through Wednesday of the meeting. When uploading slide presentations, the format should be 16:9.

Rapid-fire Oral Presentations — The Rapid-fire Oral Presentations are limited to three minutes and 10 slides. The sessions are organized by abstract category and take place during the meeting on Wednesday. When uploading slide presentations, the format should be 16:9.

E-posters — These abstracts are presented only through the AANS 360 App. No physical presentation time or location will be provided at the convention center. The E-posters are visible through the entirety of the AANS Annual Scientific Meeting and for one year on the AANS 360 App. The presenting authors will have the opportunity to upload a supplemental PDF presentation to accompany their original submission on the App from Monday, Feb. 18 - Monday, March 4, 2019. Late submissions **will not** be accepted, with **No exceptions**.

What information is required to complete a submission?

1. **Presenting Author** — Individual who is submitting the abstract. All correspondence will be done with the presenting author. Abstract award choices are based on the Presenting Author's information. Having others submit for you could jeopardize the ability to be chosen for certain abstract awards.

2. **Title** — As an example, a properly formatted title would read: "<u>Neurosurgery Research Principles and Dynamics</u>" not "Neurosurgery research principles and dynamics."
3. **Abstract Body**
    - **Introduction** – A brief statement regarding the purpose of the study and the current state of research in the field.
    - **Methods** – The method(s) of study or experimental approach must be briefly defined.
    - **Results** – A summary of the study results, including sufficient details to support those conclusions must be described.
    - **Conclusions** – A statement explaining the significance of the work and its implications for further research.
4. **List Authors** — Up to 11 list authors can be included. Their full names with credentials, city and state or country **must be included.**
5. **Presentation Preference** — Please note whether the preferred format is an Oral, an E-poster or both.
6. **Additional Information** — This includes elements such as secondary category, study design, previous submission of abstract, previous presentation of the abstract, Food & Drug Administration (FDA) approval, Advanced Practice Provider/Medical Student designation and senior author name with email.
7. **Awards, Grants and QOD:** Award consideration and grant listing.
8. *Disclosure* — This is required for presenting author, as well as agreement with *Terms and Conditions.*
9. **Review Work.**
10. **Submit.**
11. **Confirmation:** A confirmation letter will be sent after successful submission of the abstract.

- **Please note**: Abstracts selected for the 2019 AANS Annual Scientific Meeting cannot contain advertising, trade names or a product-group messages. Please include generic names or terms in your abstract content. If the abstract includes trade names, names from several companies should be used — not just trade names from a single company — to present all available treatment options. If trade names or company names are included in your abstract, the AANS reserves the right to remove them to ensure all scientific content is free from commercial bias.

Can I edit my submission?
Yes, you may make any edits until the **submission deadline** on **Tuesday, Oct. 23, 2018, at 5 p.m. CDT.** 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 AANS. It is the responsibility of the submitter to review and verify all work submitted.

Please remember: After making any changes or accessing the revise screen for any reason after the original submittal, the abstract must be **<u>RESUBMITED</u>** even if submitted previously. The Abstract Submittal Status must read **<u>COMPLETE</u>** if it is to be reviewed.

Can I submit charts, graphs or images with the abstract submission?
No, the AANS does not allow for any of the above in the abstract submission process.

How will the abstract be available to meeting attendees?
All Oral Presentations and E-posters will be available on the AANS App. They will be published exactly as they are submitted, **with no exceptions**. **Please proofread your abstract** before it is submitted to avoid errors.

If I select that I am a medical student or resident and would like my abstract considered for oral presentation in the Young Neurosurgeons Research Forum, does that mean my abstract will not be considered for the Plenary, Scientific or Section Sessions?
No, abstracts are placed in all of the sessions based on the grade they receive from the panel of reviewers. Indicating that you are interested in presenting during the Young Neurosurgeons Research Forum does not exclude your research from being considered in the sessions listed above.

What is the review process?
Each submission is blindly reviewed by neurosurgeons whose specialty is within the category of submission. Last year, the committee of reviewers had more than 125 neurosurgeons participate in the review process.

Important Registration/Attendance Requirement
As Presenting Author, if you accept to present either an Oral Presentation or E-poster, you must register and attend the 2019 Annual meeting. Registration must be completed by Tuesday, February 26, 2019. If the presenting author does not complete registration by above date all accepted abstracts submitted by the presenting author will be declined.

How do I change the presenting author for an abstract?
If you are unable to attend the 2019 AANS Annual Scientific Meeting, a Change of Presenting Author Form must be completed and submitted by the registration deadline date of Tuesday, February 26, 2019. The new Presenting Author must then fulfill the registration requirement or the abstract will be declined.

Fill out the form here, and forward the completed form to rjm@aans.org.
No changes will be made without receipt of the completed form, including updated disclosure information.

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

Important Dates for the 2019 AANS Annual Scientific Meeting Abstract Center
- Submission Site Opens — Thursday, May 24, 2018.
- **Deadline** to submit/edit abstracts — Tuesday, Oct. 23, 2018, at 5 p.m. CDT.
- **Abstract Notifications** — Emails will be sent in early January 2019 to each submission's presenting author.
- **Deadline** Abstract Acceptance – Wednesday, Jan 23, 2019
- **Deadline** for Presenting Author Change Form **–** Tuesday, Feb. 26, 2019.
- **Deadline** for Presenting Author to Complete Registration **–** Tuesday, Feb. 26, 2019**.** The Presenting Authors for both Oral Presentations and E-posters must be registered by this date or abstracts will be **withdrawn**, with no exceptions**.**
- Presentation Management open for E-posters – Monday Feb. 18, 2019 (Author must be registered to access Presentation Management site for upload)
- **Deadline** for E-poster Presentation Management upload – Monday, March 4, 2019
- Presentation Management Online open for Oral Presentation upload—Wednesday, March 6, 2019 – Speaker ready room available for onsite upload - Oral Presentations only.