



# SETTING THE STAGE FOR COLLABORATION DECEMBER 6-9, 2018 OMNI NASHVILLE HOTEL



47TH ANNUAL MEETING OF THE AANS/CNS SECTION ON PEDIATRIC NEUROLOGICAL SURGERY

## 2018 AANS/CNS Section on Pediatric Neurological Surgery Annual Meeting Abstract Guidelines and FAQs

### Meeting Date/Location:

Dec. 6-9, 2018 | Nashville

### Abstract Submission Opens:

Thursday, May 24, 2018

### Abstract Submission Deadline:

Monday, Aug. 6, 2018 at 5 p.m. CDT

## Frequently Asked Questions (FAQs)

### How do I submit an abstract?

Visit [www.MyAANS.org](http://www.MyAANS.org) and log in. This submission site works best in Firefox browser. A free download is available [here](#). Click on *My Meetings* tab and select Abstract Center.

*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. For registration purposes, it is critical that you do not create a duplicate membership record.

If you are a non-member and have not used the Abstract Center before, you can [create an account here](#).

### What information is required to complete a submission?

- **Presenting Author:** Individual who is submitting the abstract and will register to attend meeting. All correspondence will be done via email with the Presenting Author.
- **Title:** As an example, a properly formatted title would read: Neurosurgery Research Principles and Dynamics, not Neurosurgery research principles and dynamics.
- **Abstract Body:** This includes an Introduction, Methods, Results and Conclusion. Text is limited to 300 words.
- **List Authors:** A total of up to 12 authors can be included. Their full names with credentials, city and state or country must be included.
- **Presentation Preference:** Please note whether the preferred format is an Oral Presentation or Poster.
- **Additional Information:** This includes elements such as award consideration, previous submission of abstract, previous presentation on abstract, sponsor (required) and FDA approval. Please note: Check the appropriate box(es) to be considered for the Hydrocephalus, Shulman and American Academy of Pediatrics/Section on Neurosurgery (AAP/SONS) awards. Eligibility descriptions for each award are available by clicking on the award.
- **Disclosure:** This is required for each Presenting Author, as well as agreement with Terms and Conditions.
- **Review Work**
- **Submit**

**Please note:** Abstracts cannot contain advertising, trade names or a product-group message. 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**. 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** to your abstract, you must **RESUBMIT** the abstract even if submitted previously.

### **When will I know if my abstract has been accepted for either an Oral Presentation or a Poster?**

All abstract submitters will be notified by email in late September 2018 relative to their abstract status.

### **If I accept the invitation for either an Oral Presentation or a Poster, am I required to attend the 2018 AANS/CNS Section on Pediatric Neurological Surgery Annual Meeting in Nashville?**

Yes, all Presenting Authors are required to register and pay for the annual meeting. If you are unable to fulfill this obligation, then another member of the author block can be substituted by completing and submitting a [\*Change in Presenting Author Form\*](#) to [scc@aans.org](mailto:scc@aans.org) by Thursday, Nov. 8.

### **Can I submit charts, graphs or images with 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 Poster abstracts will be available in the Meeting App. All accepted abstracts for Posters will need to create a 4' x 8' poster to be displayed throughout the meeting. In addition, there will be a designated time during the program for poster viewing by attendees, in which Presenting Authors will need to be by their poster to answer questions.

All abstracts will be published in the Meeting App exactly as they are submitted, **with no exceptions**. Please **proofread** before it is submitted to avoid errors.

### **What is the review process?**

Each submission is blindly reviewed by a group of pediatric neurosurgeons and the Annual Meeting Program Committee.

### **Contact Information**

American Association of Neurological Surgeons  
5550 Meadowbrook Drive  
Rolling Meadows, IL 60008-3852

**Phone:** 847.378.0500 or 888.566.AANS (2267)

**Website:** [www.aans.org](http://www.aans.org)

**Email:** [abstracts@aans.org](mailto:abstracts@aans.org)