Visit MyAANS and login.

Enter in your user ID and password.

If you forgot your user ID and/or password, please use the Login Help link. Do not create another account if you cannot remember your password.

If you are having problems with your account please call AANS: Phone: 847.378.0500 or 888.566.AANS (2267)
Click the “My Meetings” icon for the dropdown box, and select “Abstract Corner.”
Select the meeting for which you want to submit an abstract.

Click on "AANS 2019 Annual Scientific Meeting"

Click on "Create New Collection" to create a new abstract for submission.
Select Primary Subject Category for your abstract and Enter Title.

**Primary Subject Category.** Click on the arrow and select a category from the drop down box. All abstracts must have a primary subject category for appropriate grading.

**Note:** if History is chosen as a primary subject you will be notified by email to supply a supplemental 1500 word manuscript.

Enter the title of your abstract, as you want it to appear in meeting publication.
- Limit the length of your title to 15 words
- **DO NOT** use all CAPITAL LETTERS
- **DO NOT** put a period at the end of the title

**Example:** This is a Properly Formatted Abstract Title
Enter the Abstract content and calculate the character/word count.

You can either type or copy and paste the text of your abstract **underneath** the Bolded Required Titles Provided, but you **MUST USE THE FOLLOWING GUIDELINES:**

1. Abstracts should not exceed 300 words and MUST include four areas:
   a. **Introduction** - A brief statement regarding the purpose of the study and the current state of research in the field.
   b. **Methods** - The method(s) of study or experimental approach must be briefly described.
   c. **Results** - A summary of the study results, including sufficient details to support those conclusions must be described.
   d. **Conclusion** - A statement explaining the significance of the work and its implications for further research.

When you are done entering in your abstract data, click on the Word Count Button for the system to verify you have not exceeded the maximum word count of 300.

Then Click Save
Enter all co-author names that will appear in the author block for the abstract.

You, the Presenting Author, will be listed at the top. All correspondence for this submission will be directed only to you.

Enter your co-author(s) information in the boxes provided.

You may save and proceed to next step or save and add another author; up to 11 additional authors can be added.
Select the Presentation Preference

Click on the list of presentation options. Then save to move to the next step.

**Note:** Selecting Oral Presentation is only your preferred choice. The Scientific Program Planning Subcommittee will make the final placement choice.
Verify your email address
Please Note: As the abstract submitter, you are the Presenting Author who is expected to present this abstract. All future correspondence will be sent via email to you. Award eligibility will be based off the Presenting author’s information only.

If you are not currently a member of the AANS, please select your relationship with the AANS.
Click on the arrow for a list of options and select one.

Presenting Authors Information
Presenting Author Email Address*

If you are NOT an AANS member, please indicate your relationship with the AANS
Select One

Presenting Author Institution*

Are you an employee of industry? (i.e. Eli Lilly, Pfizer, etc.)*

- No
- Yes

Secondary Subject Category
Select one from list of Secondary Subject Categories.
The Scientific Program Planning Subcommittee will consider abstracts in these categories for presentation at the 2019 AANS Annual Scientific Meeting if the abstract cannot be accommodated in the primary category.

Note: If your abstract is selected to be presented at another meeting after the submission deadline of Oct. 23, 2018, it will not pose a problem to present at the AANS Annual Scientific Meeting. The only exception to this policy is Plenary Session must NOT have been presented at any prior meeting.

Study Design
Select one from the list of options.

Previous Presentation
Click to answer yes or no. If yes, enter additional information in the space provided.

Similar Work
Click to answer yes or no. If yes, enter additional information in the space provided.
FDA Approval
Medical Student, Resident and Advanced Practice Providers

Indicate if FDA approval is pending. If Yes, include explanation in space below.

Indicate whether an Advanced Practice Provider (APP) is within the author block.

Indicate if you are a medical student or resident. If Yes, Please provide Senior Author's name and e-mail. (mandatory)

Click “Save” to continue to next step.
Awards

This section is optional. If you would like to be considered for any of the awards listed, check off the box next to the award name.

All Medical Student and Resident abstract submissions are eligible to be chosen for the Young Neurosurgeons Research Forum.

To see the award descriptions, click on the award name to open the descriptions on another page.

Awards

- I am ELIGIBLE and wish to apply for the following award(s). The only individual in the author block that is considered for the award will not be made.
  - Cerebrovascular Section Best Clinical Scientific Paper Award
  - Cerebrovascular Section Best Basic Scientific Paper Award
  - Vasculitis Award (History)
  - Best International Abstract Award
  - Louise Eisenhardt Traveling Scholarship (WINS) Resident
  - William H. Sweet Young Investigators Award (Pain)
  - Byron Cone Perehouse Young Neurosurgeon Award (Socioeconomic)
  - Robert Florin, MD Award (Socioeconomic) Resident
  - Stewart Dunser Award for Best Clinical Spine Abstract (Spine)
  - Sanford Larson Award for Best Research Award (Spine)
  - Philip L. Gildenberg Resident Award (Stereotactic and Functional) Resident
  - ThinkFirst Injury Prevention Award
  - Young Neurosurgeons Medical Student Abstract Award

Grant Funding

Select if this abstract received grant funding. Select “No” if not applicable

QOD Data

Select if this abstract utilized data from QOD. Select “No” if not applicable

Click “Save” to continue to next step
Submitting Disclosures

Everyone submitting an abstract is required to submit a disclosure form. Please read through the information in its entirety and answer the CME Conflict Agreement and Disclosure.

<table>
<thead>
<tr>
<th>01 - Title/Abstract</th>
<th>02 - Authors</th>
<th>03 - Preference</th>
<th>04 - Additional Info</th>
<th>05 - Awards, Grants &amp; QOD</th>
<th>06 - Disclosure</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Image of abstract form)</td>
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Corporate Guidelines:
- I have read the AANS/NREF/NPA Corporate Guidelines and understand that my decisions as an AANS/NREF/NPA Board, Committee Member, speaker, content planner or Staff must conform to this policy.
- I have read the AANS/NREF/NPA Corporate Guidelines, but do not agree with it. (You will be contacted by an AANS/NREF/NPA staff member.)

Governance Conflict of Interest Policy:
- I have read the AANS/NREF/NPA Conflict of Interest Policy and understand that my decisions as an AANS/NREF/NPA Board, Committee Member, speaker, content planner or Staff must conform to this policy.

Non-Discrimination, Anti-Retaliation, and Harassment Policy:
- I have read the AANS Non-Discrimination, Anti-Retaliation, and Harassment Policy and understand that as an AANS/NREF/NPA Board, Committee Member, speaker, content planner or Staff, I need to be aware of this policy and report any perceived violations to the AANS Executive Director or to AANS/NREF/NPA legal counsel.
- I have read the AANS Non-Discrimination, Anti-Retaliation, and Harassment Policy, but do not agree with it. (You will be contacted by an AANS/NREF/NPA staff member.)

Select your answers by clicking on the radio buttons.
State if you “DO” or “Do Not” have commercial interests.

If “I Do” is selected, fill in additional information in the drop down section. (May enter up to 9 affiliations)

If “I Do” is selected, fill in Name of Organization, Type of person and Dollar.
2019 AANS Annual Scientific Meeting Abstract Instructions

Submitting Disclosures Cont.

Final Statement
I acknowledge my continuing obligation to disclose to AANS/NREHJPA, promptly and in writing, any change in my circumstances. I further acknowledge that if there is any case where my private interest conflict with the interests of AANS/NREHJPA, I will indicate that I may have a conflict and abstain from any vote, speaking engagement, planning related to that issue.

Recording Release
I Consent

Final Statement Response
Ø I Agree
Ø I Disagree (you will be contacted by and AANS staff member)

Glossary of Terms
Commercial Interest: The ACCME defines a commercial interest as any entity producing, marketing, re-selling or distributing health care goods or services consumed by, or used on, patients.

Conflict of Interest: Circumstances create a conflict of interest when an individual has the opportunity to affect CME content or organizational decisions about products or services of a commercial interest or other entity with which he/she has a financial or organizational relationship.

Financial Relationships: The ACCME defines “Financial Relationships” as those relationships in which benefits by receiving a salary, royalty, intellectual property rights, consulting fee, honoraria, ownership interest (i.e., stocks, stock options or other ownership interest, excluding diversified mutual funds) or other benefit. Financial benefits are usually associated with roles such as employment, management position, independent contractor (including contracted research), consulting, speaking and teaching, membership on advisory committees or review panels, board membership and other activities from which remuneration is received and/or expected. ACCME considers relationships of the person included in the CME activity to include financial relationships of a spouse/partner.

Relevant Financial Relationships: The ACCME defines “Relevant Financial Relationships” as financial relationships in any amount occurring within the past 12 months that create a conflict of interest. ACCME focuses on financial relationships with commercial interests in a 12-month period preceding the item that the individual is asking to assume a role controlling content of the CME activity. ACCME has not set a minimal dollar amount for relationships to significant. Inherent in any amount is the incentive to maintain or increase the value of that relationship.

TO ADVANCE THROUGH THE SUBMISSION PROCESS, complete each form and press the SAVE BUTTON to continue, or else CLICK ON THE NUMBERED STEPS on the left side of the screen to skip to a different step.
2019 AANS Annual Scientific Meeting Abstract Instructions

Terms and Conditions

**Please Read**

If this submitted abstract is accepted, you will be held to these terms and conditions.

Select your answers by clicking on the radio buttons.

Click “Save” to continue to next step.

TO ADVANCE THROUGH THE SUBMISSION PROCESS, complete each form and press the SAVE BUTTON to continue, or else CLICK ON THE NUMBERED STEPS on the left side of the screen to skip to a different step.
Review Your Work
This page will allow you to ensure the accuracy of your work. If you need to make changes to any of the sections, click one of the steps from left side navigation.

NOTE: Please remember to save a copy of your completed abstract submission.

When done reviewing, select the “CLICK HERE TO SUBMIT” tab.

Note: if you do not fill in ALL of the required fields and hit submit, it will prompt you to return and fill in the required field that was missed.
**Final Check**

**IMPORTANT**
Look and verify that Submittal Status says **COMPLETE**!
A Confirmation email will be sent after submission completion.

- Presenting Author: Rebecca Marchi
- Submission: 2019 AANS Annual Scientific Meeting
- Subcollection: All
- You Are Currently Editing Submittal # 31149
- Submittal Status: Complete

**SUBMISSION INFORMATION**

- **Primary Subject Category:**
- **History**

- **Title:** As an example, a properly formatted title would read: Neurosurgery Research Principles and Dynamics.
- **test 4**

**Abstract Body:**

- **Introduction:** This is where you put your introduction.
- **Methods:** This is where you describe your methods.
- **Results:** This is where you put the results.
- **Conclusion:** Here are your conclusions.

**Review**

- Print
- Revise
- Withdraw
- Back to List of My Abstracts

Once your Abstract has been successfully submitted. You can return anytime during the abstract submission process to edit or print your abstract. (May 24-Oct. 23, 2018)

**IMPORTANT!** If you hit the **Revise** tab to make a change, even if no changes are made, your abstract **MUST** be resubmitted.

**Please verify before leaving after this review screen that your Submittal Status is labeled COMPLETE!**

Your abstract will **NOT** be reviewed and will be withdrawn if the Submittal Status does not read **COMPLETE** by the submission deadline date of October 23, 2018!

If status reads **Incomplete** hit the “submit” button again. Another Confirmation letter will be sent after successful resubmission.
27. FAQ’s, Guidelines

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: “Neurosurgery Research Principles and Dynamics” 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 **RESUBMITTED** even if submitted previously. The Abstract Submittal Status must read **COMPLETE** 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 and submit 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.