Submission Portal Open: Monday, May 11, 2020
Submission Portal Closes: Tuesday, Feb. 16, 2021, 5 pm CT

How do I submit an abstract?
Visit: https://myaans.aans.org/MyAANS.aspx, and log in.
AANS Members: Log into 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.
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 Scientific Meeting registration purposes, it is critical that you DO NOT create a duplicate record.

When is the submission deadline?
Tuesday, Feb. 16, 2021, at 5 pm CT

What are the presentation formats?

**Oral Presentations** — The highest-ranked abstracts are selected for presentation in one of 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 and displayed at kiosks in the e-poster area at the convention center. **E-poster presentations are not given talk times they are in electronic format only.** E-posters can be viewed 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 AANS 360 app from Monday, June 21-Tuesday, July 6, 2021. 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** — Format your title by placing a capital letter on each word. As an example, a properly formatted title would read: “Neurosurgery Research Principles and Dynamics” not “Neurosurgery research principles and dynamics.”

3. **Abstract Body** (300 word limit)
   - **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 authors can be listed. 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. Select a secondary category and study design.

6. **Additional Information** — This also includes elements such as previous submission of abstract, previous presentation of the abstract, Food & Drug Administration (FDA) approval, advanced practitioner/medical student designation and senior author name with email.
   - **Please note:** Abstracts selected for the 2021 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, Feb. 16, 2021, at 5 pm CT**. 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 360 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.

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 2021 AANS Annual Scientific Meeting. Registration must be completed by Tuesday, June 15, 2021. 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 2021 AANS Annual Scientific Meeting, a Change of Presenting Author Form must be completed and submitted by the registration deadline date of Tuesday, June 15, 2021. The new presenting author must then fulfill the registration requirement or the abstract will be declined.

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

After the change, all correspondence will then be addressed and sent to the new presenting author.
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<thead>
<tr>
<th>Month</th>
<th>Date</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>May 2020</td>
<td>Monday, May 12, 2020</td>
<td>Submission site opens</td>
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<tr>
<td>February 2021</td>
<td>Tuesday, Feb. 16, 2021, at</td>
<td>Deadline to submit/edit abstracts</td>
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<td>5 pm CT</td>
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<td>April 2021</td>
<td>Late April</td>
<td>Abstract Center notification emails are sent to each submission’s presenting author.</td>
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<tr>
<td>May 2021</td>
<td>Monday, May 10, 2021</td>
<td>Abstract invitation acceptance deadline</td>
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<td>June 2021</td>
<td>Tuesday, June 15, 2021</td>
<td>Presenting Author Change Form and registration deadline</td>
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<td>• The presenting author <strong>must be registered</strong> for the 2021 AANS Annual Scientific Meeting, if they are not the abstract will be declined and withdrawn. Late registrations will not be taken – <strong>no exceptions</strong>.</td>
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<td>Monday, June 21, 2021</td>
<td>The e-poster management site opens to upload PDF presentations.</td>
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<td>• The presenting author <strong>must be registered</strong> for the 2021 AANS Annual Scientific Meeting to access the upload site.</td>
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<tr>
<td>July 2021</td>
<td>Tuesday, July 6, 2021, 5 pm CT</td>
<td>Deadline for e-poster PDF upload</td>
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<td>• Late submissions will not be accepted – <strong>no exceptions</strong>.</td>
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<td>Tuesday, July 23, 2021</td>
<td>Orchestrates site opens for all oral presentations to upload PDF slides.</td>
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<td>• The presenting author <strong>must be registered</strong> for 2021 AANS Annual Scientific Meeting to access the upload site.</td>
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<td>• Speaker Ready Room available for onsite upload of oral presentations only.</td>
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