Visit MyAANS and login.

Enter in your user ID and password.

**Please Note:**
All abstracts submitted under these MyAANS account credentials will be listed the as the abstract’s first author (Presenting Author), will be expected to present if chosen, and who’s account information will be used to determine award eligibility. All correspondence regarding the abstracts submitted will be sent only to the email address listed with this account.

First Authors please submit under your own My AANS account.

If you forgot your user ID and/or password, please use the Recover Username and Password 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 "Create New Collection" to create a new abstract for submission.

Click on "Create New 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.

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**Title: Please capitalize first letter of each word**

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.

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

Put your abstract text here **Under** the bold headings in place of these words.

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

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.
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.
Verify your email address
Please Note: As the abstract submitter, you are the Presenting Author who is expected to present this abstract. All 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.

Add Presenting Author’s institution name.

Indicate whether you are an employee of industry.

Click on the list of presentation options. Note: Selecting Oral Presentation is only your preferred choice. The Scientific Program Planning Subcommittee will make the final placement choice.
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 2021 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. 20, 2020, 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.

Click “Save” to continue to next step
2021 AANS Annual Scientific Meeting Abstract Tutorial

Additional Information

01 - Title/Abstract
02 - Authors
03 - Preference
04 - Additional Info
05 - Awards, Grants & QOD
06 - Disclosure
07 - Terms and Conditions
Review My Work
Click Here to Withdraw

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

Has the work presented in this abstract or substantially similar work been presented or published previously?*
☐ No
☐ Yes - Please explain

Is the work presented in this abstract or substantially similar work being submitted for presentation at another meeting?*
☐ No
☐ Yes - Please explain

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

Is your work pending FDA approval?**
☐ No
☐ Yes, please explain.

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

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.

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.

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.

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.
Submitting Disclosures

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

**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 will 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.)

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- I have read the AANS Policy Regarding Harassment and Disruptive Behavior at Meetings and Courses 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 will report any perceived violations to the AANS Executive Director or to AANS/NREF/NPA legal counsel.

Select your answers by clicking on the radio buttons.
State if you agree or do not agree with CME Conflict for Education Statement. If No is selected you will be contacted by an AANS staff member.
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
Submitting Disclosures Cont.

Read and give consent or decline to be recorded during AANS Meetings

Give consent or decline to be recorded during AANS Meetings

Give final statement response

Press “Save” to continue

Personal Information Consent

In order to organize and host the Annual Scientific Meeting in a professional and effective manner, the AANS needs to keep a record of certain personal information of meeting attendees and/or speakers. This information includes your name and email address. All personal information is treated as private and confidential by the AANS. There may be times when the AANS needs to share certain personal information with third-party vendors that assist the AANS in organizing and carrying out the Annual Scientific Meeting. These third-party vendors only use such personal information in connection with the Annual Scientific Meeting and are required to treat such information as private and confidential.

Personal Information Consent*

- I have read and understood the information above. I consent to the AANS retaining personal information about me and using such information to send emails and other communications to me. I further consent to the AANS sharing my personal information with its third-party vendors, when necessary.
- I have read and I understand, but do not agree with the statement above. (You will be contacted by an AANS staff member.)

Final Statement

I acknowledge my continuing obligation to disclose to AANS/NREHPA, 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/NREHPA, I will indicate that I may have a conflict and abstain from any vote, speaking engagement, planning related to that issue.

Final Statement Response*

- I Agree
- I Disagree (you will be contacted by an 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 being asked 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.
Terms and Conditions
Please read the entire page, and check off each box.

Select your answers by clicking on the radio buttons.

**Please Read**
If this submitted abstract is accepted, you will be held to these Terms and Conditions.

Agreement to Register
- I affirm that if my abstract is accepted for an oral presentation or e-poster, I will register for the 2021 AANS Annual Scientific Meeting as a medical attendee and pay the corresponding registration fee by Tuesday, February 16, 2021. The registration fee will be based on my membership status as of February 1, 2021. Please Note: If you are not currently a member of the AANS, it takes about eight weeks to become a member, depending on the membership category for which you are applying. For more information on joining the AANS, click here.
- Having a MyAANS account does not mean you have started the membership application process.

Award Consideration
- I, as the Presenting Author, understand that I will be subject to the eligibility requirements for the slate of awards given at the meeting. The Presenting Author is the individual who is currently logged into the AANS Abstract Center and is submitting the abstract for review.

Failure to Present
- I, as the Presenting Author, understand that if I accept an invitation to present research for either an Oral, Rapid-fire Oral or E-poster presentation and I fail to register for the meeting and do not designate an alternate Presenting Author, I will not be able to submit an abstract again for two years.

Permission of Authors
- I, as the Presenting Author, will take responsibility for the content of the submitted abstract, and have the permission of all co-authors to submit this abstract to the meeting.

Previously Presented Abstract
- I, as the Presenting Author, understand that submitted abstracts accepted by the AANS Scientific Program Subcommittee will be eligible to present at the AANS Annual Scientific Meeting as long as they have not been presented prior to the abstract submission deadline date, Tuesday, Oct. 20, 2020. If you present your work at another meeting after the submission deadline date, it will not pose as a problem to present at the AANS Annual Scientific Meeting. The only exception to this policy is that Plenary Session Presentations and those presented at the Young Neurosurgeons Research Forum at the AANS Annual Scientific Meeting must not have been presented in any prior meeting.

AANS Right to Withdraw
- I understand and agree that the AANS reserves the right to withdraw an abstract at any time.

Agreement to Provide Manuscript
- I understand that if my abstract is selected for presentation during one of the plenary sessions, my manuscript MUST be submitted to the AANS and then to the designated discussant one month from the acceptance date or my plenary slot will be forfeited.

Publish as Submitted
- I understand that all author names including credentials, the abstract title and abstract body will be published as submitted to the AANS Abstract Center.

Selection Process
- I understand that the type of presentation choice selected during the submission process (oral or e-poster) is a request only. The accepted format is at the discretion of the Scientific Program Subcommittee.

One Per Clinical Study Policy
- I understand that only one abstract/proposal may be submitted per clinical study from any one lab, institution or group of investigators. Multiple abstracts/proposals focusing on the same study are prohibited.

Privacy Policy
- I consent to the AANS retaining my personal contact information, including my name and email address, and I consent to the AANS using my personal contact information to send future emails and other communications to me.
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.

Primary Subject Category:
Advanced Practice Provider

Title: Please capitalize first letter of each word:
test peds

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

Relationship | Last Name | First Name | City   | State | Country         | Company
--------------|-----------|------------|--------|-------|-----------------|--------------------------
Presenting Author | Marchi | Rebecca | Rolling Meadows | IL | United States of America | American Association of Neurological Surgeons

No Additional Author(s) have been added!

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

A confirmation email will be sent. If you do not receive a confirmation the submission is not complete.

Note: If there are missed mandatory fields (*) you will not see the submittal link. Recheck and fill in missed fields until “Click here to Submit” is viewable.

Note: Please remember to save a copy of your completed abstract submission.
Final Check

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

Once your Abstract has been successfully submitted. You can return anytime during the abstract submission process to edit or print your abstract. (May 12-Oct. 20, 2020)

**IMPORTANT:** If you hit the Revise tab for any reason, 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 or accepted if the Submittal Status does not read COMPLETE by the submission deadline date of October 20, 2020.

If status reads Incomplete hit the “Submit” button again. Another Confirmation letter will be sent after successful resubmission.