1. 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.
2. Click My Meetings Icon for dropdown box

Click Abstract Corner
3. Select the meeting for which you want to submit an abstract

Click on the AANS 2017 Annual Scientific Meeting.

4. Create a new abstract for submission

Click on Create New Submittal.
5. Select Primary Subject Category

Scroll down the page to Primary Subject Category. Click on the arrow and select a category from the list provided.

6. Enter Abstract Title

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
7. Enter Text for Abstract Body

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.
8. Calculate Character Count and Word Count

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
9. Enter your co-author names

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

Your co-authors will be listed at the top. You can go back in to update or delete any of your co-authors during the submission process.

Please fill in co-authors e-mail

You may save and proceed to next step or save and add another Author, you may add up to 11 additional Authors.
10. Select the Presentation Preference

Click on the arrow for a list of presentation options and select one. Then save to move to the next step.

**Note:** selecting Oral Presentation is only your preferred choice, NOT necessarily what your abstract will be chosen for.
11. 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 e-mail to you, the Presenting author.

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

13. Secondary Subject Category
Click on the arrow for a list of Secondary Subject Category and select one.

The Scientific Program Committee will consider abstracts in the following categories for presentation at the Annual Meeting, if the abstract cannot be accommodated in the primary category.

14: Select Study Design
Click on the arrow for a list of options and select one.

15: Awards and Description
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.

To see the award descriptions, click on the award name which will open the descriptions on another page.
16. Previous presentation questions.

Note: If your abstract is selected to be presented at another meeting after the submission deadline date of October 25th, 2016 it will not pose as a problem to present at the AANS Annual Scientific Meeting. The only exception to this policy is Plenary Session Presentations at the AANS Annual Scientific Meeting must NOT have been presented at any prior meeting.
17. Answer FDA Approval

If FDA Approval Pending please explain

18. Medical Student, Resident and Advanced Practice Providers
Grant Funding and QOD Data

Select Yes or No if you would like your abstract to be considered as an Oral Presentation for The Young Neurosurgeons Research Forum or Advanced Practice Provider Plenary Session.

Select if this Abstract received grant funding and include the name of the grant or award.

Select if this Abstract received grant funding and include the name of the grant or award.

Then Click Save
19. Uploading a Manuscript
If you are applying for an award a manuscript must be submitted in order to be qualified for the award. The only award exceptions are the WINS Louise Eisenhardt Traveling Scholarship Award and The Donald O. Quest Basic Science and Clinical Science Awards.

To upload your manuscript 1500 word manuscript, click on Choose File to download the paper. Then click on Save.

20. 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.

Select your answers by clicking on one of the radio buttons.
21. Submitting Disclosures cont.

ACRME's Updated Standards for Commercial Support requires that anyone in a position to control the content of the education activity has disclosed all financial relationships with any commercial interest. The ACRME defines a commercial interest as any entity producing, marketing, re-selling, or distributing health care goods or services consumed by, or used on, patients. Failure or refusal to disclose or the inability to satisfactorily resolve the identified conflict may result in the withdrawal of the invitation to participate in any AANS education activities. This disclosure form is now linked to all AANS speaking engagements. Therefore, disclose all relevant financial relationships only once, not per engagement. Please indicate your financial relationships by checking the appropriate box below. (PLEASE NOTE: This disclosure is valid for 12 months... please update as needed)

Disclosure
- [ ] I DO NOT have any financial relationships with any commercial interests
- [ ] I DO have financial relationships with commercial interests which I will disclose below.

- PLEASE COMPLETE THE BELOW DISCLOSURE ITEM(S) ONLY IF YOU HAVE CHECKED THE ABOVE BOX THAT STATES: I DO have financial relationships with commercial interests which I will disclose below.
- List the names of proprietary entities producing, marketing, re-selling, or distributing health care goods or services, with the exception of non-profit or government organizations and non-health care related companies with which you or your spouse/partner or your co-author have, or have had, a financial relationship within the past 12 months. For the purpose of this disclosure, ACRME considers the financial relationships of your spouse/partner and/or co-authors to be included as yours.
- Clarify what you or your spouse/partner and/or co-author received (ex: salary, honorarium, stock, etc) specify the company name next to your role with the company below.

1. Disclosure Affiliation
   - [ ] Consultants
   - [ ] Employee (any industry)
   - [ ] Fiduciary Position (any organization outside the AANS)
   - [ ] Grant - Industry Research Support
   - [ ] Grant - University Research Support
   - [ ] Honorarium
   - [ ] Speaker's Bureau
   - [ ] Stock Shareholder (Directly purchased)
   - [ ] Other Financial or Material Support

1. Name of Organization
22. Submitting Disclosures cont.

I HEREBY CERTIFY THAT THE INFORMATION I REPORTED IN THIS ABSTRACT IS TRUE AND CORRECT.

Once complete, scroll to the bottom of the page and click Save.

23. Agreement

Please read the entire page and check off each box.

Please Read and check off Terms and Conditions radio boxes. If accepted, you will be held to these terms and Conditions.

Once you are done, click Save.
24. 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.
Once your Abstract has been successfully submitted. You can return anytime during the abstract submission process (May 25, 2016 through October 25, 2016) to edit or print your abstract.

**IMPORTANT!** If you hit the Revise tab to make a change, even if no changes were made, your abstract MUST be resubmitted. Please Verify before leaving submittal screen that your Submittal Status is labeled COMPLETE. Your abstract will NOT be reviewed if the Submittal Status does not read COMPLETE! Another Confirmation letter will be sent after successful resubmission.

Look and verify that Submittal Status says COMPLETE. A Confirmation email will be sent after submission completion.
25. FAQ’s, Guidelines


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, please go 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 not a member and have not used the abstract center before, you can register to create an account here.

When is the submission deadline?
Tuesday, Oct. 25, 2016, 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, six Scientific Sessions or twelve Section Sessions. These sessions take place Monday through Wednesday of the meeting.

Electronic Posters — These abstracts are available only through the AANS Annual Scientific Meeting App. There are no physical presentations of these posters. The Electronic Posters are run through the entirety of the Annual Meeting and are available through the App for one year after the conclusion. The presenting authors will have the opportunity to submit a PDF presentation by March 10, 2017 that will accompany the submitted abstract on the Meeting App. Late submissions will not be accepted.

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.
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 — This includes an Introduction, Methods, Results and Conclusion.
4. List Authors — A total of up to 10 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 or an electronic poster.
6. Additional Information — This includes elements such as study design, award consideration, previous submission of abstract, previous presentation on abstract, sponsor (required) and FDA Approval.
7. Disclosure — This is required for presenting author, as well as agreement with Terms and Conditions.
9. Submit.
10. A confirmation letter will be sent after successful submission of the abstract.
Please note: Abstracts selected for the 2017 AANS Annual Scientific Meeting 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 on Tuesday, Oct. 25th, 2016, 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 RE-SUBMITTED 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 and poster abstracts will be available on the AANS Annual Scientific Meeting 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 140 neurosurgeons participate in the review process.

Registration/Attendance Requirement
As Presenting Author, if you accept to present either an Oral Presentation or an Electronic Poster you must register and attend the 2017 Annual meeting. Registration must be completed by Monday, March 27th, 2017. If the Presenting Author does not register by above date all accepted will be declined.

How do I change the presenting author for an abstract?
If not able to attend the meeting, a Change of Presenting Author Form must be completed and submitted by Monday, March 27, 2017. Fill out form here (LINK HERE FOR FORM)
After the change, all correspondence will then be addressed and sent to the new Presenting Author.
Important Dates for the 2017 AANS Annual Scientific Meeting Abstract Center

- Submission Site Opens — Wednesday, May 25, 2016.
- Submission Site Closes — Tuesday, Oct. 25, 2016, at 5 p.m. CDT.
- Abstract Notifications — E-mails will be sent in early January 2017 to each submission’s presenting author.
- Electronic Poster PDF Presentations Submitted to Freeman AV — Friday, March 10, 2017, at 5 p.m. CDT. Late submissions will not be accepted. There are no exceptions.
- Oral Presentations Submitted to Freeman AV — Wednesday, April 12, 2017, at 5 p.m. CDT.