42nd Annual North American Neuro-Ophthalmology Society Meeting
Annual Meeting Abstract Instructions
February 27 – March 3, 2016
JW Starr Pass Marriott⏐ Tucson, Arizona

Submitting an Abstract

A. NEW THIS YEAR

- A NEW poster session entitled '**Poster Session I: Clinical Highlights in Neuro-Ophthalmology'** will take place on Sunday during the Walsh Session day. All accepted abstracts that are self-selected case reports or deemed case reports by the Abstract Committee will be presented during Poster Session I. All accepted abstracts that are not case reports will be presented during the Tuesday poster session entitled '**Poster Session II: Scientific Advancements in Neuro-Ophthalmology'**.

- **e-Posters:** All accepted platform and poster presentations will have the opportunity to submit an e-Poster. Additional details will be sent in acceptance notifications.

B. Important Information

- The character limit for all abstracts is 300 words NOT including Title, Authors, Affiliations, and Disclosures.
- The first author of each abstract is expected to be the presenting author at the meeting.
- Presenting authors of accepted abstracts will be required to register for the meeting.
- Authors have the option to submit their abstract for one of the three following options:
  - Poster Presentation Only
  - Platform Presentation Only (consideration will not be made for poster presentation)
  - Either Platform or Poster Presentation
- Tables, graphs and images are not permitted.
- IMPORTANT! NANOS will accept only <u>one platform presentation per first author</u>. If a first author submits more than one abstract for platform presentation, the others will automatically be reviewed for poster presentation—not platform.

- There is a maximum of 2 poster presentations per presenting author.

- Avoid trade names whenever possible. Sometimes you need to say the trade name at least once, for clarity. For instance - natalizumab (Tysabri).

- All authors that had influence over the content of the abstract must disclose. When submitting the abstract online, please list the names of the authors and the corresponding financial disclosures.

- DEADLINE FOR SUBMISSION: **11:59 PM on OCTOBER 30, 2015**

C. Preparation of Your Abstract

- No identifying features such as names of hospitals, medical schools, clinics or cities may be listed in the title or text of the abstract. Do **not** include the names of any of the authors. The names of authors and their affiliations (institutions) will be submitted on-line during the process.
- Abstracts previously presented at a national/international meeting may be submitted to NANOS. Please cite the meeting, location and date of previous presentation. NANOS does not accept abstracts representing the content of manuscripts that have been published before January, 1 2016.
- The title should be as brief as possible but long enough to indicate clearly the nature of the study. Capitalize the first letter of each word.
- Abstracts should state briefly and clearly the purpose, methods, results and conclusions of the work. **There is a strict 300-word limit** (title and references not included)**.**

  Introduction: Clearly state the purpose of the abstract.
  Methods: Describe your selection of observations or experimental subjects clearly.

Results: Present your results in a logical sequence.

Conclusion: Emphasize new and important aspects of the study and conclusions that are drawn from them.

The Submission Process

1. To submit an abstract go to http://meetingassistant5.com/NANOS2016/ to register with the system. All users will need to create an account. Go to the submission system, and click on "New Account". Complete the form with the required fields. Once that form is submitted, you will receive a confirmation email with your log in information. Keep this email for future reference.

2. Log into the system using the username and password you chose. Only one abstract may be submitted at a time. To submit additional abstracts, please return to the submission system and log in again.

3. When you click the "log in" button you will be taken to a screen from which the submission process starts. Please read the instructions on this screen carefully. If you have not yet submitted an abstract to the system you should click the link that says "Click here to submit a new abstract".

4. Submitting an abstract is a multi-step process. To submit a new abstract, log into the system and click on "New Abstract". This will take you through the steps of submitting your abstracts. Be sure to read the directions on each page carefully and reference the examples that each page provides. The abstract submission system will require you to select the type of abstract submission, either Case Reports or Other. You will also pick the primary and secondary category that your abstract falls within.

   The categories to choose from are as follows:

   - Orbital and Eyelid Disorders
   - Disorders of the Anterior Visual Pathway (Retina, Optic Nerve, and Chiasm)
   - IIH
   - Disorders of the Posterior Visual Pathway and Visual Processing
   - Pupil
   - Ocular Motility Disorders and Nystagmus
   - Neuro-Ophthalmic Disorders of Neurologic and Systemic Diseases
   - Neuro-Imaging
   - Ocular-Imaging
   - Miscellaneous

5. Annual Meeting submissions, there are five steps which are listed below. The system will show you your progress on the left hand side and indicate which of the steps you have completed.

   Step 1: Title
   Step 2: Authors
   Step 3: Body Text
   Step 4: Information
   Step 5: Approve

6. After you approve your abstract in Step 5, the words "Submit Abstract" will appear in blue on the bottom of the left side tool bar. You MUST submit the abstract in order for it to be considered. **NOTE: Once you submit your abstract, you will not be able to make any changes to it.**

NANOS Abstract Committee Review Criteria

The NANOS Abstract Committee is committed to ensuring that the review process is fair, transparent, and effective. Our overarching goal is to promote important clinical highlights and cutting-edge scientific advancements in neuro-ophthalmology.   A panel of reviewers, masked to institution and author names, will judge the merit of abstract submissions by assigning a numerical score with particular emphasis on: (1) relevance of the scientific question, (2)

rationale that supports the scientific hypothesis, (3) methodological approaches, (4) research findings, and (5) impact the work will have in the clinical and scientific communities. Members of the Abstract Committee will work collaboratively to achieve academic equipoise in a review process that is designed to be both thorough and unbiased. As such, all decisions rendered by the Abstract Committee should be considered final, yet investigators can be assured that each abstract has received careful consideration.

NANOS Trainee Award Criteria

The NANOS Abstract Committee aims to promote the work of supervised medical students, residents, and fellows-in-training who represent the future of neuro-ophthalmology. Abstracts with trainees as presenting authors will be identified based on self-identification as a trainee (medical student, resident, fellow-in-training) through the abstract submission portal.   Trainees' abstracts will be considered for a variety of awards that are stratified based on level of training. Individuals applying for trainee awards are responsible for ensuring that they meet the appropriate eligibility criteria. This will be verified prior to award distribution.

Withdrawing an Abstract

If you want to withdraw an abstract please contact the conference administrator at info@nanosweb.org or call (952) 646-2037.