



## **42<sup>nd</sup> Annual North American Neuro-Ophthalmology Society Meeting**

### **Frank B. Walsh Abstract Instructions**

February 27 – March 3, 2016

JW Starr Pass Marriott | Tucson, Arizona

The Frank B. Walsh Session opens the NANOS Annual Meeting on February 28, 2016. The format of the program is similar to that used last year. All accepted abstracts will be presented orally as part of the Frank B. Walsh Session.

The Walsh Session will consist of short presentations and discussions of interesting, unusual and instructive cases in which the diagnosis is supported by pathologic material, bacteriologic cultures, laboratory analyses, etc. Pathologic material is encouraged but not required for acceptance. We encourage submission of pediatric cases and cases with interesting genetic testing. Titles should not reveal the final diagnosis and should be relevant to the case material.

The committee that will select the presentations includes: Co-Hosts: Wayne T. Cornblath, MD & Jonathan Trobe, MD and Committee Members: Neuro-pathologist: Sandra Camelo-Piragua, MD and Neuro-radiologist: Ashok Srinivasan, MD.

### **Abstract Submission Instructions**

**The deadline for submission of abstracts is 11:59pm on October 30, 2015.** Submissions received after this date will not be accepted.

**Online submission of the abstract text and representative images are available at this time.**

To submit an abstract go to <http://meetingassistant5.com/NANOS2016/> to register with the system. You will be asked to complete an abstract form and electronically submit representative radiology and pathology images (images must be uploaded as one document).

Please upload representative radiology and/or pathology slide images in PowerPoint format. Resolution should be high enough to be used at the meeting should the case be accepted. For all images (radiology and pathology), there should be clear identification of the dates/order in which they should appear in the text, as well as sequences (imaging) or magnification and stains (pathology). No word document, PDF or single images in JPEG, TIFF, or Photoshop will be accepted.

Pathology glass slides may be requested by the neuro-pathologist but do not have to be submitted initially. Complete imaging studies might also be requested by the neuro-radiologist but do not have to be submitted initially.

The auditorium is set up for Power Point presentations using computer projection and will have video capability.

**You will be required to submit your final presentation in PowerPoint or Keynote format 3 weeks prior to the meeting.**

Failure to do so may result in removal from the scheduled program. Your final presentation will be reviewed by the selection committee for CME compliance, material that may be offensive on the basis of gender, body image, group characteristics, or grammatical errors, HIPAA compliance, and length. You may be asked to make changes to the final presentation as a result of the review process.

You will be notified of acceptance of your paper by mid-December, and the program will be sent to all presenters at least two months before the meeting.

## 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**'.

### B. Important Information

- Presenting authors must be attending, current fellows-in-training, or resident.
- If you are a fellow-in-training or resident submitting an abstract, you must submit the name of the senior author during the submission process.
  - **Fellows-in-training:** The senior author must be a NANOS member who is familiar with the Walsh Meeting, will mentor you with the presentation and will be present at the NANOS meeting. All fellows-in-training must review prior Walsh Session videos on the NANOS website prior to presentation.
  - **Residents:** The senior author must be a NANOS member who is familiar with the Walsh Meeting, will be in the audience with a microphone in their hands and will mentor you with the presentation. All resident authors must be involved in the patient's care and review prior Walsh Session videos on the NANOS website prior to presentation.
- Avoid trade names whenever possible. Sometimes you need to say the trade name at least once, for clarity.
- For instance—natalizumab (Tysabri).
- If you are submitting more than one abstract to the Frank B. Walsh Session, you can use the same email address and password for each abstract. The first author should be the presenting author. No more than one abstract per presenter. In other words, your name may be on multiple abstracts but it may only appear as first author on no more than one abstract.

### 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 authors either. The names of authors and their affiliations (institutions) will be submitted on-line when you submit the abstract.
- Titles are at the author's discretion, please keep them relevant to the case material, the review committee may request a title change.
- 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.
- Six items are needed for submission of your Walsh case:
  1. History & Exam abstract (<300 words)
  2. Case Summary with References (<300 words)
  3. Case Dilemmas – e.g. difficult decision making, incorrect diagnoses (<75 words)
  4. Two/Three teaching points
  5. Representative Radiology Images (<10), additional images may be required for review
  6. Representative Pathology Images (<10), additional images may be required for review
- Crop out any patient identifiers in any images you upload.
- Based on the pathologists review, glass pathology slides may be requested.
- Based on the radiologist's review, full imaging discs may be requested.

## The Submission Process

1. Log into the submission system at <http://meetingassistant5.com/NANOS2016/>. 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 where you can choose to submit an abstract for the Annual Meeting or the Walsh Meeting. Click the Walsh option. You will then be taken to the first step of the submission process. Please read the instructions on each screen carefully and reference the examples that it provides you. For Walsh submissions, there are six 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: Images
- Step 5: Information
- Step 6: Approve

4. 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.**

#### **Withdrawing an Abstract**

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