Submitting an Abstract

A. BACK THIS YEAR

- A 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 one platform presentation per first author. 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.
- The NANOS annual meeting scientific sessions will not include abstract presentations that exclusively contain content that was accepted for publication at the time of abstract submission. Authors found to be in violation of this guideline are subject to sanction by the NANOS Board of Directors.
- The content of all abstract presentations shall include the content of the abstract submitted and shall exclude content that is not directly related to the abstract. Advertising or any form of commercial solicitation is not allowed in NANOS abstract presentations without prior approval from the NANOS Board of Directors.
- **DEADLINE FOR SUBMISSION:** 11:59 PM EST on NOVEMBER 30, 2016.

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 will not accept abstracts that have been accepted for publication at the time of submission.
- 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 *(i.e. study design).* Include the number of experimental subjects and/or observations analyzed.

**Results:** Present your results in a logical sequence. Include quantitative descriptions and comparisons where possible.

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

THE SUBMISSION PROCESS

1. To submit an abstract, please visit our online Abstract Submission site and register with the system. All users will need to create an account. Go to the submission system and click “Create an Account”. Complete the form with the required fields. Once that form is submitted, you will be redirected to the login page. **Please be sure to save these login credentials.**

2. Log into the system using the username and password you chose. To begin a new NANOS submission, select the icon ‘Abstract Submission’, ‘Create New’, and then the system will request that you indicate whether your abstract submission is for Walsh or NANOS Scientific Sessions; select the NANOS Scientific Sessions submission type and click “Next”.

3. Submitting an abstract is a multi-step process. To submit a new abstract, log into the system and click on the icon “Create New”. 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. Here are the five steps within the abstract submission process

   Step 1: Authors
   Step 2: Abstract Body
   Step 3: Information
   Step 4: Review and Finalize

4. 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-Ophthalinic Disorders of Neurologic and Systemic Diseases
- Neuro-Imaging
- Ocular-Imaging
- Miscellaneous

5. Those questions marked with a red asterisk* are required fields. The system will indicate which of the steps you have not completed when you go to finalize and submit your abstract.

6. To submit your abstract, you will select ‘Save’ at the end of the Information Section and then you will select ‘Submit & Review Changes’. If you have changes, select ‘Edit Submission’. If your abstract is complete, select ‘Finalize’ to complete the abstract submission. An email confirmation will be sent to the email of the
presenting author.

7. Once an abstract has been submitted, you can click on the Edit icon (✒️) to edit an existing submission. If you wish to withdraw an abstract click the Withdraw icon (🗑️) to withdraw a submission and have it moved to the Inactive tab.

8. Only one abstract may be submitted at a time. You are limited to 1 incomplete submission at a time, so if you have an existing submission that you are currently working on, you will need to complete that submission before beginning a new one. To submit additional abstracts, select ‘My Submissions’ in the upper left hand corner of the screen, select the icon ‘Abstract Submission’ and then ‘Create New’.

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. Awards for the best work by a supervised student, resident and fellow-in-training are available. To be eligible for consideration for these trainee awards, the presenting author must be in a training program leading to a degree or medical certification at the time of abstract submission and their nomination must be supported by their supervisor. Individuals applying for trainee awards are responsible for ensuring that they meet the appropriate eligibility criteria and provide the necessary information with which to verify this during the abstract submission process. This will be verified prior to award distribution.

Withdrawing an Abstract

If you want to withdraw an abstract please contact the conference administrator at amandadennis@nanosweb.org or call (952) 543-5350