



# 50<sup>th</sup> Annual North American Neuro-Ophthalmology Society Meeting

## Annual Meeting Abstract Instructions

March 2<sup>nd</sup> – 7<sup>th</sup>, 2024

Sheraton Waikiki Resort in Honolulu, HI

**Abstract Submission Deadline: 11:59 PM EDT on OCTOBER 12<sup>th</sup>, 2023**

### **Important Changes for the 2024 Annual Meeting:**

NANOS abstract submissions and accepted posters have been steadily rising over the last several years, and we are no longer able to accommodate such a large volume of printed posters due to space limitations. Therefore, NANOS has implemented the following changes to the abstract submission process and poster sessions for the 2024 Annual Meeting:

- Only one abstract per category is allowed per first/presenting author. You may be listed as a co-author on multiple abstracts.
- **NEW!** Walsh submissions that are not accepted for presentation may be given the opportunity to resubmit as a Descriptive Studies poster (if they are above the mean rating of the Walsh Committee rating).
- **NEW!** In 2024 there will be no ePoster submissions, only printed posters.
- Descriptive Studies poster session on **Sunday, March 3<sup>rd</sup>, 2024**
  - The top 224 Descriptive Studies abstracts will be accepted as a printed poster.
- Analytical Studies poster session on **Tuesday, March 5<sup>th</sup>, 2024**
  - Analytical Studies abstracts will also be presented as a printed poster.
- **NEW!** All printed posters should be no larger than 3.1'x3.1'! More information will be provided in acceptance notifications.

### **NEW! Reasons Your Abstract Can Be Rejected**

While NANOS strives to accept all abstracts that are of adequate scientific quality and in particular to support the presentation of abstracts by trainees, several reasons can result in your abstract being rejected. These include but are not limited to

- No data presented, only plans (except, e.g., when the purpose is to present the design of a complex study). The abstract committee strongly suggests that even trainees who may have had limited time in their programs before the abstract deadline to include some data in their results, e.g., the expected number of charts to be reviewed, interim results, etc. In some cases, the abstract committee may permit authors to resubmit more developed abstracts before the deadlines for producing the syllabus.
- No or unclear relationship to neuro-ophthalmology
- Poorly written English that makes the abstract unable to be understood
- Clear commercial bias (e.g., advertising)
- Failure to follow submission instructions, formatting, etc.

**PLEASE NOTE:** There are 3 types of submissions with differing presentation formats and schedules. Please read the below descriptions carefully and submit your abstract in the correct category. The Abstract Committee may request to re-categorize your abstract in order for it to be accepted if submitted as the wrong type.

1. **Walsh:** Abstracts selected by the committee will be presented as oral presentations during the Walsh symposium on Sunday, March 3<sup>rd</sup>, 2024. Please see the Walsh Submission Guidelines for instructions on submitting a Walsh abstract.
2. **Descriptive Studies:** This includes studies such as case reports, case series, literature reviews, etc. without a comparison group and statistical analyses. These studies are generally not considered for platform presentation or awards. Descriptive Studies will be presented during Poster Session I on Sunday, March 3<sup>rd</sup>, 2024.
3. **Analytical Studies:** This includes basic science, clinical trials, epidemiological studies (cohort, case-control, cross-sectional studies, including electronic health record analyses and chart reviews with subgroup comparisons), and quality improvement/evaluation studies. These studies nearly always compare one or more groups of patients/subjects to each other and have statistical analyses. Sub-categories for analytical studies include Basic Science, Clinical Trial, Epidemiological Study (cohort, case-control, and cross-sectional studies, including electronic health record analyses and chart reviews with subgroup comparisons), and Quality Improvement /Evaluation Study. These studies are considered for platform presentation and awards. Analytical studies posters will be presented during Poster Session II on Tuesday, March 5<sup>th</sup>, 2024.

Authors with questions regarding appropriate submission type for their abstract should contact [meetings@nanosweb.org](mailto:meetings@nanosweb.org).

#### IMPORTANT INFORMATION

- **All Accepted poster presentations will NOT be required to submit an ePoster.** There will be NO ePosters, only printed posters.
- **The email address listed for the First/Presenting author is the email address we will use to notify of acceptance. If you are submitting an abstract on behalf of someone else, be sure to list the email address that should be contacted for acceptance notification, even if it is not the first/presenting author's email address.**
- The word limit for all abstracts is 300 words NOT including Title, Authors, Affiliations, Disclosures and References.
- **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.
- Tables, graphs and images are not permitted in the abstract.
- Only one abstract per category is allowed per first/presenting author. You may be listed as a co-author on multiple abstracts.
- 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.
- NANOS will not accept abstracts that have been **accepted for publication at the time of submission.** Authors found to be in violation of this guideline are subject to sanction by the NANOS Board of Directors.
- Abstracts previously presented at a scientific meeting may be submitted to and presented at NANOS. Please cite the meeting, location, and date of previous presentation as part of the abstract submission process.
- 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 EDT on OCTOBER 12<sup>th</sup>, 2023.**

## PREPARATION OF YOUR ABSTRACT

- No identifying features such as names of authors, hospitals, medical schools, clinics or cities may be listed in the title or text of the abstract. This is to facilitate blinded review. The names of authors and their affiliations (institutions) will be submitted on-line during the process.
- The title should be as brief as possible but long enough to clearly indicate the nature of the study. **Capitalize the first letter of each word.**

### Descriptive Studies

- Abstracts should briefly and clearly describe the case(s) and conclusions including unique features or teaching points in the following format:
  - i. Introduction:** Clearly state relevant background information.
  - ii. Description:** Include relevant case data (may include Methods and Results, if appropriate)
  - iii. Conclusions:** Emphasize unique features of the case(s) and teaching points
  - iv. Optional:** For more information contact: provide e-mail, telephone or postal contact information for one or more of the authors. This will be published with the abstract to allow attendees to contact authors.
- Abstracts of this type will be considered for poster presentation.
- Abstracts that are proposals of studies will not be accepted unless the purpose of the abstract presentation is presentation of a proposed study design.

### Analytical Studies

- Abstracts should state briefly and clearly the purpose, methods, results and conclusions of the work.
  - i. Introduction:** Clearly state the purpose of the abstract and relevant background information.
  - ii. Methods:** Describe your selection of observations or experimental subjects clearly (*i.e. study design*). *Include the number of experimental subjects and/or observations analyzed.*
  - iii. Results:** Present your results in a logical sequence. *Include quantitative descriptions and comparisons where possible.*
  - iv. Conclusion:** Emphasize new and important aspects of the study and conclusions that are drawn from them.
  - v. Optional:** For more information contact: provide e-mail, telephone or postal contact information for one or more of the authors. This will be published with the abstract to allow attendees to contact authors.
- Any abstract presentation that will include results must include (at minimum preliminary) results in the abstract submission.
- Authors have the option to submit their Analytical Studies 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
- Students, Residents, and Fellows in Training submitting abstracts are eligible for trainee awards and are required to submit a supervisor's name for verification. **IMPORTANT – if your supervisor is an author on the abstract, you must also list their full details in the co-author section! Only the presenting author and those listed as co-authors will be listed in the abstract in the meeting syllabus!**

## 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. Due to the wide variety of structures for training programs, especially internationally, the positions of all trainees nominated for awards will be reviewed to ensure they are reasonably equivalent to the relevant award category and ensure a fair competition. This review will be undertaken by one or more members assigned by the NANOS board who are familiar with international training programs. The decisions regarding award eligibility of this group in coordination with the Abstract Committee will be considered final. Awards for the best work performed and presented by a supervised student (eligible students are current medical students - MD, DO - or students in a doctoral program - PhD or equivalent - **who have not already completed a medical degree**), 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. Due to the wide variety of structures for training programs, especially internationally, the positions of all trainees nominated for awards will be reviewed to ensure they are reasonably equivalent to the relevant award category and ensure a fair competition. This review will be undertaken by one or more members assigned by the NANOS board who are familiar with international training programs. The decisions regarding award eligibility of this group in coordination with the Abstract Committee will be considered final.

**All platform/Walsh acceptances are subject to CME approval and no employees of *ineligible companies*\* can present.**

### Withdrawing an Abstract

If you want to withdraw an abstract, please contact the meetings manager at [meetings@nanosweb.org](mailto:meetings@nanosweb.org).

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\* ***Ineligible companies***: companies that are ineligible to be accredited in the ACCME System (now known as **ineligible companies**) are those whose primary business is producing, marketing, selling, re-selling, or distributing healthcare products used by or on patients. Examples of such organizations include:

- Advertising, marketing, or communication firms whose clients are ineligible companies
- Bio-medical startups that have begun a governmental regulatory approval process
- Compounding pharmacies that manufacture propriety compounds
- Device manufacturers or distributors
- Diagnostic labs that sell propriety products
- Growers, distributors, manufacturers or sellers of medical foods and dietary supplements
- Manufacturers of health-related wearable products
- Pharmaceutical companies or distributors
- Pharmacy benefit managers
- Reagent manufacturers or sellers