The Frank B. Walsh Session opens the NANOS Annual Meeting on March 4, 2018. 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: Hosts: J Prem S. Subramanian, MD, PhD, Victoria Pelak, MD, and Jeffrey Bennett, MD, PhD as well as Committee Members: Neuro-pathologist: Charles Eberhart, MD, PhD and Neuro-radiologist: Jody Tanabe, MD.

Abstract Submission Instructions

The deadline for submission of abstracts is 11:59 pm EST on OCTOBER 31, 2017. 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, please [CLICK HERE](#) 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 approximately 1 month 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 the end of December, and the program will be sent to all presenters at least two months before the meeting.
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’. If a Walsh abstract is not accepted for presentation during the Walsh program, submitters will have the opportunity to resubmit their case for poster presentation consideration during Poster Session I.

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.
- Senior authors will be heavily involved in the presentation development process. This includes:
  - Being Cc’d on emails when appropriate
  - They must assist participant in practicing for their presentation, work on timing, etc.
  - It is expected that the senior author will assist in editing.
  - They must be present at the time of meeting presentation.
- 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.
- 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.
- 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 pathologist’s review, glass pathology slides may be requested.
- Based on the radiologist’s review, full imaging discs may be requested.

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 select NANOS as the submission type.

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. 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.

5. 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.

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

7. 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’.

**Withdrawing an Abstract**

If you want to withdraw an abstract please contact the conference administrator at meetings@nanosweb.org.