



## 47<sup>th</sup> Annual North American Neuro-Ophthalmology Society Meeting Annual Meeting Abstract Instructions (Scientific Sessions)

February 20<sup>th</sup>-25<sup>th</sup>, 2021

JW Marriott Starr Pass, Tucson, AZ

**Abstract Submission Deadline: 11:59 PM EST on OCTOBER 16<sup>th</sup>, 2020**

**PLEASE NOTE:** There are 3 types of submissions with differing presentation formats and schedules:

- **Walsh:** Abstracts selected by the committee will be presented as oral presentations during the Walsh symposium on Sunday, February 21<sup>st</sup>, 2021. Abstracts that are not selected for inclusion in the Walsh symposium will be offered the opportunity to present as a poster presentation in “Poster Session I: Clinical Highlights in Neuro-Ophthalmology” on Sunday, February 21<sup>st</sup>, 2021. Please see separate instructions for submitting a Walsh abstract.
- **Scientific Submission: Case reports.** Abstracts selected by the committee will be presented as poster presentations in “Poster Session I: Clinical Highlights in Neuro-ophthalmology” on Sunday, February 21<sup>st</sup>, 2021. Please see below for further instructions regarding submitting an abstract of this type.
- **Scientific Submission: General (Not Case Report).** As part of the submission, authors must select whether they would like the abstract to be considered for oral presentation only, poster presentation only or either presentation format. Abstracts selected by the committee for oral presentation will be presented on either Monday evening (February 22<sup>nd</sup>) or Tuesday morning (February 23<sup>rd</sup>). Abstracts selected by the committee for poster presentation will be presented in “Poster Session II: Scientific Advances in Neuro-ophthalmology” on the evening of Tuesday, February 23<sup>rd</sup>, 2021. Please see below for further instructions regarding submitting an abstract of this type.
- Authors with questions regarding appropriate submission type for their abstract should contact [meetings@nanosweb.org](mailto:meetings@nanosweb.org). If you have technical website questions, please contact tech support via a ticket through the submission site. The abstract committee may recommend changing scientific abstract type based on the content of the abstract.

### Submitting a Scientific Abstract (Case Report or Other)

#### IMPORTANT INFORMATION

- **NEW in 2021:** All accepted poster presentations will be required to submit an e-Poster. Additional details will be sent in acceptance notifications.
- 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.
- There is a maximum of 2 case report and 2 scientific/non case report abstract submissions per presenting (first) author (excluding Walsh submissions), and no more than 3 abstracts will be selected per 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.
- 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 EST on OCTOBER 16<sup>th</sup>, 2020.**

## 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 indicate clearly the nature of the study. **Capitalize the first letter of each word.**
- **Case reports**
  - Abstracts should state briefly and clearly describe the case(s) and conclusions including unique features or teaching points
    - i. Introduction:** Clearly state relevant background information.
    - ii. Description:** Include relevant case data
    - 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
- **Non-case reports (Other)**
  - 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.
  - Abstracts that are proposals of studies will not be accepted unless the purpose of the abstract presentation is presentation of a proposed study design. Any abstract presentation that will include results must include (at minimum preliminary) results in the abstract submission.
  - Authors have the option to submit their non-case report 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
  - **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.



## 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 – case report or other (non-case report) 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 pick the primary and secondary category that your abstract falls within.
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 performed and presented 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 [meetings@nanosweb.org](mailto:meetings@nanosweb.org).