



48th Annual North American Neuro-Ophthalmology Society Meeting Annual Meeting Abstract Instructions (Scientific Sessions)

February 12th – 17th, 2022

JW Marriott Austin, Austin, TX

Abstract Submission Deadline: 11:59 PM EST on OCTOBER 14th, 2021

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 13th, 2022. Abstracts that are not selected for inclusion in the Walsh symposium will be offered the opportunity to present as a virtual poster presentation in Poster Session I on Sunday, February 13th, 2022. Please see separate instructions for submitting a Walsh abstract.
- **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 virtually during Poster Session I on Sunday, February 13th.
- **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 will be presented virtually during Poster Session II on Tuesday evening, February 15th.

Authors with questions regarding appropriate submission type for their abstract should contact 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 abstract type based on the content of the abstract.

Submitting a Scientific Abstract

IMPORTANT INFORMATION

- **All accepted poster presentations will be required to submit an e-Poster.** Additional details will be sent in acceptance notifications.
- **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.

- A maximum of 2 Descriptive Studies and 2 Analytical Studies abstract submissions are permitted 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 14th, 2021.**

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 state 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
- IMPORTANT! NANOS will accept only one platform presentation per first author.

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', select the appropriate submission category (Walsh, Descriptive Studies, or Analytical Studies), 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 (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.

Withdrawing an Abstract

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