49th Annual North American Neuro-Ophthalmology Society Meeting
Annual Meeting Abstract Instructions

March 11th – 16th, 2023
Omni Orlando Resort at ChampionsGate in Orlando, FL
Abstract Submission Deadline: 11:59 PM EDT on OCTOBER 20th, 2022

Important Changes for the 2023 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, we are implementing the following changes to the abstract submission process and poster sessions for the 2023 Annual Meeting:

- Only one abstract per category is allowed per first/presenting author. You may be listed as a co-author on multiple abstracts.
- Walsh submissions that are not accepted for presentation will no longer be given the opportunity to resubmit as a Descriptive Studies poster.
- Descriptive Studies poster session on Sunday, March 12th:
  - Approximately the top 120 Descriptive Studies abstracts will be accepted as a printed poster, as well as an ePoster. The remaining abstracts will be accepted as an ePoster and presenting authors will participate in the poster session without a printed poster (similar to the Meet the Poster Author sessions held at the 2022 Annual Meeting). Additional guidelines on format and best practices will be sent in the acceptance notification.
- Given the significantly fewer number of Analytical Studies abstracts, we anticipate all of these being presented as both a printed poster and an ePoster.
- **All printed posters will be vertical/portrait in orientation!** More information will be provided in acceptance notifications.

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 12th. 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 12th.
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 14th.

Authors with questions regarding appropriate submission type for their abstract should contact meetings@nanosweb.org.

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 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 20th, 2022.**

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.

o Any abstract presentation that will include results must include (at minimum preliminary) results in the abstract submission.

o 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

o 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. 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 meetings manager at meetings@nanosweb.org.