



North American Neuromodulation Society

21st Annual Meeting | Las Vegas, NV

January 11–14, 2018 | Caesars Palace Convention Center



2018 NANS Annual Meeting Abstract Submission Guidelines

Submission Period: March 22 – July 31, 2017. The submission portal closes at 12:00 p.m. (noon) CST on Monday, July 31, 2017.

How do I submit an abstract?

Click [here](#) to log in and submit an abstract.

NANS Members: You can log in to the abstract submission site using your NANS username and password.

Non-Members: If you have previously submitted an abstract, you may already have a username and password. If you cannot remember your username and password, please contact Member Services at 847.375.4717 or info@neuromodulation.org for assistance in obtaining your credentials. For registration purposes, it is critical that you do not create a duplicate membership record.

If you are not a member and or have not used the abstract submission site before, you can register to create an account [here](#).

When is the submission deadline?

Monday, July 31, 2017, at 12:00 p.m. (noon) CST.

What are the presentation formats?

Oral Presentations — The highest-ranked abstracts will be selected for presentation in one of our Thematic Oral Abstract Sessions or Concurrent Sessions. These sessions take place during the meeting on Friday, January 12, 2018, and Saturday, January 13, 2018.

Paper Posters — Abstracts accepted for a printed paper poster will be displayed for viewing on individually assigned 4" x 6" poster boards located in the exhibit hall. Authors shall present their work during the interactive poster session that will take place on Friday evening of the meeting.

Oral Presentation & Paper Poster — If you would like to have an oral presentation, but would like to create a paper poster presentation in the event that your abstract is NOT selected for an oral presentation.

Please note: All accepted abstracts will be required to submit an **electronic poster** version of their abstract. There will not be a moderated session or physical presentations of these electronic posters. The electronic posters are available during the entirety of the NANS Annual Meeting and will be available on monitors throughout the meeting and the NANS Annual Meeting App. They will be uploaded to the meeting web page and published electronically in the society's journal, *Neuromodulation: Technology at the Neural Interface*, following the meeting. Additional information will be sent with abstract acceptance letters.



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What information is required to complete a submission?

1. **Submitter** — The individual submitting the abstract.
2. **Presenting Author** — The Presenting Author is the person who will present the accepted abstract at the annual meeting. **All correspondence will be sent via email with the Presenting Author.** Presenting Authors are responsible for the electronic poster submission costs and printing costs for paper posters.
3. **Co-Authors** — A maximum of 25 authors is allowed for each abstract. Full names with credentials, contact information, city, and state or country must be included for all authors. After successful submission of the abstract, all Co-Authors will receive an email notification about the abstract submission and will be asked to complete a disclosure form.
4. **Abstract Organizer** — This role should be selected if you are an individual submitting the abstract on behalf of the Presenting Author or Co-Authors on the “People Associated with this Abstract” page.
5. **Title** — The title will be published in the final meeting program. As an example, a properly formatted title would read: “Programming Optimization Strategies for Burst May Improve Outcomes,” not “Programming optimization strategies for burst may improve outcomes.”
6. **Abstract Body** — This includes an Introduction, Methods, Results, and Conclusion.
7. **Length** — Should not exceed 400 words.
8. **Category** — Categories include scientific abstracts and medically challenging cases.
9. **Figures** — Charts, graphs, or images can be submitted.
10. **Presentation Preference** — Please select whether the preferred format is an oral presentation or a paper poster. **Note:** *The assigned format is at the discretion of the Scientific Program Committee.*
11. **Additional Information** — This includes providing three keywords that describe your abstract and whether or not the abstract has been previously presented at another meeting.
12. **Disclosure** — A disclosure form will be required for the Presenting Author and all Co-Authors of the submitted abstract, as well as agreement with the **Terms and Conditions**.
13. **Review Work** — The Presenting Author and abstract information will be published exactly as submitted, without exception. Please review submissions carefully for typographical errors.
14. **Submit**

A confirmation letter will be sent after successful submission of the abstract.

Please note: Abstracts accepted for the 2018 NANS Annual Meeting cannot contain advertising, logos, trade names, or a product-group message. To ensure all scientific content is free from commercial bias, please include generic names or terms in your abstract content. If the abstract includes trade names, names from several companies should be used to present all available treatment options. Employees of a commercial interest cannot present in CME sessions if the topic of their presentation relates to the business lines or products of their employer, except when teaching about the scientific or discovery process itself or reporting research results at a basic-science, non-clinical level.



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Can I edit my submission?

Yes, you may make any edits until the **submission deadline** on **Monday, July 31, 2017, at 12:00 p.m. (noon) CST**. Edits would include changing the title, adding or deleting authors, or changing the abstract body. Once the review process begins **no changes** to the submissions are allowed – **no exceptions**. Please note that any typographical or spelling errors, improperly formatted titles, etc., will NOT be edited by anyone at the NANS office. It is the responsibility of the submitter to review and verify all work submitted.

Can I submit charts, graphs, or images with the abstract submission?

Yes, if you have any charts, graphs, or images associated with your abstract, please upload them as a jpeg or PDF file in the abstract submission form.

How will the abstract be available to meeting attendees?

All accepted abstracts must submit an electronic poster of their abstract. All electronic posters will be available on the NANS Annual Meeting App and monitors throughout the meeting. They will be published exactly as they are submitted, **with no exceptions**. **Please proofread your abstract** before it is submitted to avoid errors.

What is the review process?

Abstracts submitted for the 2018 NANS Annual Meeting are blindly reviewed by an independent scientific review committee and scored on scientific merit, originality, and the relevancy to the field of neuromodulation. Although scientific data is important, the quality of the abstract is the primary determinant for acceptance by the NANS Scientific Program Committee. The Scientific Program Committee has final discretion regarding abstract presentation format.

Registration/Attendance Requirement

As Presenting Author, if your abstract is accepted as an oral presentation, paper poster, or an electronic poster, you must register and attend the 2018 NANS Annual Meeting. Registration must be completed by Friday, December 1, 2017. If the Presenting Author does not register by this date, all accepted abstracts by the Presenting Author will be declined. If not able to assume responsibilities of Presenting Author, a Change of Presenting Author Form must be completed by Friday, December 1, 2017, and submitted before the name change can be completed.

How do I change the presenting author for an abstract?

Please complete the [Change of Presenting Author Form](#). Then, forward the completed form to ltalan@neuromodulation.org. No change will be made without receipt of the completed form, including updated disclosure information. Deadline to for submitting change of Presenting Author Forms: Friday, December 1, 2017.

After the change, all correspondence will then be addressed and sent to the new Presenting Author.



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Travel Arrangements and Expenses

Presenting Authors are responsible for all travel arrangements and expenses associated with attending the annual meeting:

- Meeting Registration
- Travel
- Housing
- Electronic Poster Administrative Fees
- Paper Poster Printing

Important Dates for the 2018 NANS Annual Meeting Abstract Center

- Submission Site Opens — March 22, 2017.
- Submission Site Closes — Monday, July 31, 2017, at 12:00 p.m. (noon) CST.
- Abstract Notifications — Emails will be sent in early October 2017 to each submission's presenting author.
- Deadline for Electronic Poster Submission to SciGen Technologies — Wednesday, January 3, 2018, at 11:59 p.m. PST. **Late submissions will not be accepted. There are no exceptions.**
- Deadline for Change of Presenting Author Form – Friday, December 1, 2017.
- Deadline for Presenting Author to Complete Registration – Friday, December 1, 2017. The presenting authors for oral, paper, and electronic posters must be registered by this date.
- Deadline for Oral Presentation Submission to NANS – Friday, December 29, 2017.

If you have any other questions after reading this document please do not hesitate to contact our office by calling 847.375.4714 or by emailing us at info@neuromodulation.org.