



ABSTRACT SUBMISSION GUIDELINES

The abstract submission system will be open for submission of Scientific Papers and Scientific Posters until the **DEADLINE of April 6, 2010 at 11:59pm PDT**. Film Festival Entries as well as Medical and Surgical Cases will be accepted until **May 7, 2010**.

The final Scientific Program will be set in late-May and all presenting/first authors will be contacted at the email address supplied at the time of submission. It is the sole responsibility of the presenting/first author to contact Medical Conference Planners, Inc. at asrsvancouver@medconfs.com on or about **May 21**, if you have not received email notification.

Non-Members: The maximum number of abstracts that may be submitted may not exceed two and must be Option (C) only. If you wish to become a member, please visit www.asrs.org for membership information. Applications must be complete by March 1, 2010 to be eligible to become a member in time to submit a Poster-only abstract for the 28th Annual ASRS Meeting.

Members: The maximum number of abstracts that may be submitted in options (A or B) and (C) combined may not exceed two.

Submission Guidelines

1. There is no limit on the number of abstracts a member may be named as a co-author.
2. Submission of an abstract constitutes a commitment by the First Author to present if selected. This rule applies to paper, as well as poster presenters! All presenters are required to register for the 28th Annual Meeting and pay all applicable fees. (Only in absentia presentation of films to the Film Festival is allowed.)
3. NO SUBSTITUTE PRESENTERS will be allowed. If the First Author cannot attend the meeting, the paper or poster will be removed from the program.

Please take a moment to review the guidelines for the different categories of submission. It will help you in making sure that you have all of the required elements ready and available to you. Before you start the submission process, please also take note of the key points below. In doing so, your abstract submission should be a very smooth process.

Key points – PLEASE READ

- The person submitting an abstract in this system is *REQUIRED* to be the *Presenting Author*. It is *recommended* that you create a pre-written text document for pasting content into the submission fields, however, it is *not required* for entry.
- As you finalize steps of the process, you will be able to move back and forth to make changes using the *Prev* and *Next* buttons at the bottom, as appropriately available.
- The *Save* feature records your work – *at any time in process* – and allows you to return later to make changes and additions complete your submission.
- Once you are *completely satisfied* with your abstract, you can officially submit it by using the *Submit* feature.
- The *Submit* feature becomes active as an option once you have satisfied all required needs.
- Saving your record will also inform you of any outstanding elements required for official submission.
- After submission, the abstract you created will be available to review and edit until the deadline for the type of submission.

Please note: All abstracts are considered equally for selection, and the quality of the abstract is the single most important factor in the Committee's decision.

Scientific Paper-only

Deadline: April 6, 2010

Only ONE PAPER-ONLY abstract may be submitted by an ASRS Member as the First Author (Presenting Author). Non-members may not submit abstracts in this category.

The Program Committee will consider and evaluate all abstracts submitted in this category as a paper ONLY. Please realize that if you request Paper-Only, you will increase the risk of rejection. The Program Committee chooses submissions to be presented as papers on the basis of originality, clinical relevance, comprehensiveness, and as a stimulus for prepared discussion.

Structured abstract should include:

- **One Sentence Objective (200 Characters max)**
- **Title (150 Characters max):** Is the title descriptive of the abstract?
- **Purpose (400 Characters max):** The question that the study answers, or the hypothesis that it tests
- **Methods (700 Characters max):** The study design, indicating randomization, masking, and whether data collection was retrospective or prospective. Identify the patients, including selection & exclusion criteria, and numbers. Indicate intervention procedures and measurements.
- **Results (1000 Characters max):** Outcomes & measurements, with statistical significance, if appropriate
- **Conclusion (400 Characters max):** Conclusions, clinical pertinence, and value

Up to two graphics may be included with your abstract (images, tables, etc.). Graphics do not count toward the abstract's total character count. A caption with a maximum of 400 characters may be included with each graphic.

Scientific Paper or Poster

Deadline: April 6, 2010

Only ONE PAPER OR POSTER abstract may be submitted by a member as the First Author (Presenting Author). Non-members may not submit abstracts in this category.

The Program Committee will consider and evaluate all abstracts submitted in this category as a paper first, and as a poster second. It will be the decision of the Program Committee to determine whether a selected abstract will be presented as a paper or a poster.

The Program Committee chooses submissions to be presented as papers on the basis of originality, clinical relevance, comprehensiveness, and as a stimulus for prepared discussion.

Structured abstract should include:

- **1 Sentence Objective (200 Characters max)**
- **Title (150 Characters max):** Is the title descriptive of the abstract?
- **Purpose (400 Characters max):** The question that the study answers, or the hypothesis that it tests
- **Methods (700 Characters max):** The study design, indicating randomization, masking, and whether data collection was retrospective or prospective. Identify the patients, including selection & exclusion criteria, and numbers. Indicate intervention procedures and measurements.
- **Results (1000 Characters max):** Outcomes & measurements, with statistical significance, if appropriate
- **Conclusion (400 Characters max):** Conclusions, clinical pertinence, and value

Up to two graphics may be included with your abstract (images, tables, etc.). Graphics do not count toward the abstract's total character count. A caption with a maximum of 400 characters may be included with each graphic.

The Program Committee suggests that single case studies and instrument reports be submitted as posters rather than papers. Consider a poster presentation for reports with graphic material, clinical photographs, or concepts, which require contemplation.

Scientific Poster-Only

Deadline: April 6, 2010

A maximum of TWO POSTER-ONLY abstracts may be submitted by an ASRS Member or Non-member as the First Author (Presenting Author) in this category.

The Program Committee suggests that single case studies and instrument reports be submitted as posters rather than papers. Consider a poster presentation for reports with graphic material, clinical photographs, or concepts, which require contemplation.

Structured abstract should include:

- **1 Sentence Objective (200 Characters max)**
- **Title (150 Characters max):** Is the title descriptive of the abstract?
- **Purpose (400 Characters max):** The question that the study answers, or the hypothesis that it tests

- **Methods (700 Characters max):** The study design, indicating randomization, masking, and whether data collection was retrospective or prospective. Identify the patients, including selection & exclusion criteria, and numbers. Indicate intervention procedures and measurements.
- **Results (1000 Characters max):** Outcomes & measurements, with statistical significance, if appropriate
- **Conclusion (400 Characters max):** Conclusions, clinical pertinence, and value

Up to two graphics may be included with your abstract (images, tables, etc.). Graphics do not count toward the abstract's total character count. A caption with a maximum of 400 characters may be included with each graphic.

Instructional Course

Deadline: April 6, 2010

Only ONE INSTRUCTIONAL COURSE may be submitted by an ASRS Member as a First Author (Senior Instructor). A non-member may not submit a course or be a co-instructor. Acceptance of course submission will be based, in part, on the absence of perceived commercial bias.

Two or more courses may run concurrently, based on number of courses submitted. Course handouts are not required but strongly encouraged.

Structured abstract should include:

- **Title (150 Characters max)**
- **Short Synopsis (400 Characters max)**
- **Educational Objectives (400 Characters max):** What the attendee will gain from the course that can be observed or measured

Film Festival Entry

Deadline: May 7, 2010

Up to TWO films may be submitted by an ASRS Member as the Senior Producer. Film producers do not need to be in attendance at the Annual Meeting in order to participate. Films submitted by members not in attendance will be charged \$50 per entry. Non-payment of submission fee by July 31, 2010 will result in disqualification of entry. Non-members may not submit films.

Maximum duration: 10 minutes (Films exceeding 10 minutes will not be judged)

Entries submitted will be judged for educational merit and excellence.

All entries MUST be submitted in **duplicate** using one of the following formats:

Preferred:

- NTSC Mini-DV
- NTSC DVCAM
- NTSC BetacamSP
- NTSC Digital Betacam
- PAL - DVCAM
- PAL - Mini-DV

Useable:

- NTSC VHS (SP Mode)
- NTSC S-VHS (SP Mode)
- NTSC DVC-Pro
- NTSC Region free DVD-R
- PAL Region free DVD-R

We cannot accept any digital formats (i.e. MPEG-2, MPEG-4, AVI, Quick Time).

All films **must** be received **no later than June 17th, 2010.**

Please send films to:

Petra Vanderlinden
 Medical Conference Planners, Inc.
 1251 Post Road
 Scarsdale, NY 10583
 USA
 Tel: (914) 722-0664

Structured abstract should include:

- **Title (150 Characters max)**
- **Short Synopsis (500 Characters max)**
- **Time: Minutes & Seconds**
- **Format**

Medical or Surgical Case

Deadline: May 7, 2010

Only one case may be submitted. Challenging and unusual medical cases (i.e., fluorescein, ICG, OCT, ultrasound, etc.), and surgical cases are welcomed. The Program Committee will select and assemble these materials for a most engaging and informative session. Non-members may not submit medical or surgical cases.

Submission should include:

- **Case History (must be less than 100 words)**