



ABSTRACT SUBMISSION GUIDELINES

The abstract submission system will be open for submission of Scientific Papers, Scientific Posters, and Instructional Courses until **April 23, 2008 at 11:59pm PST**. Film Festival submissions and Fluorescein Angiography & Surgical Cases Unknown will be accepted until **June 20, 2008**.

The final Scientific Program will be set in mid-June and all presenting/first authors will be contacted at the email address supplied at the time of submission. It is the responsibility of the presenting/first author to contact Medical Conference Planners, Inc. at asrshawaii@medconfs.com on or about June 11, if you have not received email notification.

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*.
- If the presenting author is not an ASRS member, at least one of the co-authors on the abstract needs to be a member.
- 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, if available.
- 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 for review until the system closes.

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 Guidelines

(Deadline is **April 23, 2008**)

Only ONE paper-only abstract may be submitted by a Member or Non-member as the First Author (Presenting Author). **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 potentially increase the risk of rejection.

The maximum number of abstracts that may be submitted by an ASRS Member or Non-member as the First Author (Presenting Author) in the Scientific Paper, Scientific Paper/Poster, or Scientific Poster categories combined, may not exceed two.

Non-members must have a member in good standing of the ASRS as a co-author on each abstract submitted. Additionally, the sponsoring co-author member must also be in attendance at the meeting.

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.

BE PREPARED AND HAVE THE FOLLOWING INFORMATION READY WHEN SUBMITTING YOUR SCIENTIFIC PAPER ABSTRACT:

1. **1 Sentence Objective (200 Characters max)**
2. **Title (150 Characters max):** Is the title descriptive of the abstract?
3. **Purpose (550 Characters max):** The question that the study answers, or the hypothesis that it tests
4. **Methods (850 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.
5. **Results (1050 Characters max):** Outcomes & measurements, with statistical significance, if appropriate
6. **Conclusion (450 Characters max):** Conclusions, clinical pertinence, and value
7. **Human Research:**
If this study involved human research, was it approved by the Institutional Review Board?
YES/NO/N/A (Answering 'NO' will not disqualify your abstract from review or selection.)
8. **Up to 2 Graphics for Upload (Optional) - *this step may be skipped***
9. **Financial Disclosures**
It is the responsibility of the presenting author to disclose any financial interest or other relationship with the manufacturer(s) of any commercial product(s) and/or provider(s) of commercial services discussed in an educational presentation on behalf of each co-author. A listing with all of the financial interest categories and codes is available in a separate window for viewing during the submission process. To assist presenting authors in obtaining the required information from their co-author(s), a ["Financial Interest or Relationship Disclosure Form for Co-authors"](#) is available for downloading and printing.

Scientific Paper/Poster Guidelines

(Deadline is April 23, 2008)

The maximum number of abstracts that may be submitted by an ASRS Member or Non-member as the First Author (Presenting Author) in the Scientific Paper, Scientific Paper/Poster, or Scientific Poster categories combined, may not exceed two.

The Program Committee will consider and evaluate all abstracts submitted in the Scientific Paper/Poster 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. Only one abstract will be selected as a paper. The other, if selected, will be a poster.

Non-members must have a member in good standing of the ASRS as a co-author on each abstract submitted. Additionally, the sponsoring co-author member must also be in attendance at the meeting.

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.

BE PREPARED AND HAVE THE FOLLOWING INFORMATION READY WHEN SUBMITTING YOUR SCIENTIFIC PAPER/POSTER ABSTRACT:

1. **1 Sentence Objective (200 Characters max)**
2. **Title (150 Characters max):** Is the title descriptive of the abstract?
3. **Purpose (550 Characters max):** The question that the study answers, or the hypothesis that it tests
4. **Methods (850 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.
5. **Results (1050 Characters max):** Outcomes & measurements, with statistical significance, if appropriate
6. **Conclusion (450 Characters max):** Conclusions, clinical pertinence, and value
7. **Human Research:**
If this study involved human research, was it approved by the Institutional Review Board?
YES/NO/N/A (Answering 'NO' will not disqualify your abstract from review or selection.)
8. **Up to 2 Graphics for Upload (Optional) - *this step may be skipped***
9. **Financial Disclosures**
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Scientific Poster Guidelines

(Deadline is April 23, 2008)

The maximum number of abstracts that may be submitted by a Member or Non-member as the First Author (Presenting Author) in the Scientific Paper, Scientific Paper/Poster, or Scientific Poster categories combined, may not exceed two.

All non-members must have a member in good standing of the ASRS or as a co-author on each abstract submitted. Additionally, the sponsoring co-author member must also be in attendance at the meeting.

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.

BE PREPARED AND HAVE THE FOLLOWING INFORMATION READY WHEN SUBMITTING YOUR SCIENTIFIC POSTER ABSTRACT:

1. **1 Sentence Objective (200 Characters max)**
2. **Title (150 Characters max):** Is the title descriptive of the abstract?
3. **Purpose (550 Characters max):** The question that the study answers, or the hypothesis that it tests
4. **Methods (850 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.
5. **Results (1050 Characters max):** Outcomes & measurements, with statistical significance, if appropriate
6. **Conclusion (450 Characters max):** Conclusions, clinical pertinence, and value
7. **Human Research:**
If this study involved human research, was it approved by the Institutional Review Board?
YES/NO/N/A (Answering 'NO' will not disqualify your abstract from review or selection.)
8. **Up to 2 Graphics for Upload (Optional) - this step may be skipped**
9. **Financial Disclosures**
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Instructional Course Guidelines

(Deadline is **April 23, 2008**)

Only one Instructional Course abstract per ASRS Member or Non-member as the senior instructor may be submitted.

All Non-members must have an ASRS member in good standing as a co-instructor on the course synopsis submitted. Additionally, the sponsoring co-instructor member must also be in attendance at the meeting.

Two or more courses may run concurrently, based on number of courses submitted.

Course handouts are not required but strongly encouraged.

BE PREPARED AND HAVE THE FOLLOWING INFORMATION READY WHEN SUBMITTING YOUR INSTRUCTIONAL COURSE ABSTRACT:

1. **Title (150 Characters max):** Is the title descriptive of the abstract?
2. **Synopsis (1000 Characters max)**
3. **Educational Objectives (200 Characters max):** What the attendee will gain from the course that can be observed or measured
4. **Financial Disclosures**

It is the responsibility of the presenting author to disclose any financial interest or other relationship with the manufacturer(s) of any commercial product(s) and/or provider(s) of commercial services discussed in an educational presentation on behalf of each co-author. A listing with all of the financial interest categories and codes is available in a separate window for viewing during the submission process. To assist presenting authors in obtaining the required information from their co-author(s), a ["Financial Interest or Relationship Disclosure Form for Co-authors"](#) is available for downloading and printing.

Film Festival Entry Guidelines

(Deadline is June 20, 2008)

Up to TWO films may be submitted to the Film Festival by an ASRS Member or Non-member as the senior producer. Film producers that are ASRS members do not need to be in attendance at the Annual Meeting in order to participate.

Films submitted by ASRS members "in absentia" require a submission fee of \$50 per entry. Non-payment of submission fee by July 24, 2008 will result in disqualification of entry. All Non-members must be in attendance and pay a registration fee and have an ASRS member in good standing as a co-producer on each film entry. Additionally, the sponsoring co-producer member must be in attendance at the meeting.

BE PREPARED AND HAVE THE FOLLOWING INFORMATION READY WHEN SUBMITTING YOUR FILM FESTIVAL ENTRY ABSTRACT:

1. **Title (150 Characters max)**
2. **Synopsis (600 Characters max)**
3. **Maximum duration: 10 minutes** (Films exceeding 10 minutes will not be judged)

4. **Financial Disclosures**

It is the responsibility of the presenting author to disclose any financial interest or other relationship with the manufacturer(s) of any commercial product(s) and/or provider(s) of commercial services discussed in an educational presentation on behalf of each co-author. A listing with all of the financial interest categories and codes is available in a separate window for viewing during the submission process. To assist presenting authors in obtaining the required information from their co-author(s), a ["Financial Interest or Relationship Disclosure Form for Co-authors"](#) is available for downloading and printing.

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 VHS (SP MODE)
NTSC SVHS TAPE (SP MODE)
NTSC MINI-DV
NTSC BETACAMSP
PAL - MINI-DV
PAL - DVCAM

USEABLE:

NTSC DVCAM
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).

Producers may win more than one award per year. Judges may not submit films.

All films **must** be received no later than July 18, 2008.

PLEASE SEND FILMS TO:

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

F/A Case Guidelines

(Deadline is June 20, 2008)

Only one Fluorescein Angiography or Surgical Case Unknown per ASRS Member or Non-member may be submitted. All Non-members must, however, have a member in good standing of the ASRS or as a co-presenter on each case description submitted. Additionally, the sponsoring co-presenter member must also be in attendance at the meeting.

Challenging and unusual fluorescein angiographic cases, and extraordinary surgical cases are emphasized, as well as other diagnostic modalities such as OCT, ultrasound, etc. The Program Committee will select and assemble these materials for a most engaging and informative session.

BE PREPARED AND HAVE THE FOLLOWING INFORMATION READY WHEN SUBMITTING YOUR FLUORESCEIN ANGIOGRAPHY OR SURGICAL CASE ABSTRACT:

Submission should be submitted as 'Case Unknown' and should include:

1. **Case History (must be less than 100 words)**

2. **Financial Disclosures**

It is the responsibility of the presenting author to disclose any financial interest or other relationship with the manufacturer(s) of any commercial product(s) and/or provider(s) of commercial services discussed in an educational presentation on behalf of each co-author. A listing with all of the financial interest categories and codes is available in a separate window for viewing during the submission process. To assist presenting authors in obtaining the required information from their co-author(s), a ["Financial Interest or Relationship Disclosure Form for Co-authors"](#) is available for downloading and printing.