Meeting Dates/Location:
May 3-6, 2024 | Chicago, IL

Abstract Submission Opens:
Friday, June 30, 2023

Abstract Submission Deadline:
Tuesday, November 7, 2023, at 5 p.m. CST

Frequently Asked Questions (FAQs)

How do I submit an abstract?
Visit abstractscorecard.com and log in using your MyAANS username and password to submit an abstract.

What information is required to complete a submission?

- **Abstract Title**: Titles should read as you want them to appear in meeting publications. Use title case capitalization, *do not* use all CAPITAL LETTERS, and *do not* put a period at the end of the title. Example: This is a Properly Formatted Abstract Title

- **Presentation Preference**: Please note whether the preferred format is an oral presentation, poster or both. Note: Selecting "Oral Only" indicates your preferred choice and is not a guarantee.

- **Presenting Author (First Author)**: Individual submitting the abstract
    - The Presenting Author ***is required to register and attend the meeting.***
    - The Presenting Author ***is expected to present.***
    - The Presenting Author ***must submit under one's own account.***
    - The Presenting Author's account information/status (at the time of submission) is used to determine award eligibility.
    - All correspondence with the Presenting Author is done via email.

- **Co-authors**: List full names with credentials and email addresses. All co-authors must be added to an abstract submission by November 7, 2023, at 5 p.m. CST and cannot be added post-acceptance.

- **Primary and Secondary Subject Categories**

- **Abstract Body**: Include introduction, methods, results, and conclusion sections. Text is limited to 300 words.

- **Additional Information**: This includes elements such as previous presentation of the abstract, FDA approval, industry employment status, medical student/resident designation, senior author information, funding/database questions and award consideration. Note: Check the appropriate box(es) to be considered for awards.

- **Disclosure**: Disclosure is required for each presenting author, as well as agreement with the Terms and Conditions.

- **Review Work:** You may review your abstract by pressing "Preview Abstract."
    - Please proofread before submission to avoid errors.

- **Submit:** All tasks must be completed, and the abstract status must read "COMPLETE" on the submission site home screen for the abstract to be included in grading. A confirmation email will be sent.

Note: Abstracts cannot contain advertising, trade names or product-group messaging. Include generic names or terms in your abstract content. If the abstract includes trade names, names from several companies should be used — not just trade names from a single company — to present all available treatment options. If trade names or company names are included in your abstract, the AANS reserves the right to remove them to ensure all scientific content is free from commercial bias.

Can a presented or published abstract be submitted?

Previously presented or published material should not be submitted. It is acceptable if material has been submitted for publication but not actually published prior to the time it is scheduled to be presented at the AANS Annual Scientific Meeting.

Can I edit my submission?

- Yes, you can make edits **before the submission deadline.**
- Once the review process begins, no changes to the submitted abstracts are allowed - *no exceptions*. Please note that any typographical or spelling errors, improperly formatted titles, missing co-authors, etc., **will not be edited by anyone at the AANS**.
- It is the responsibility of the submitter to review and verify all work submitted. Please remember, after making any changes to your abstract, you must **save and resubmit** the abstract (even if it was previously submitted). The abstract status must read "COMPLETE" on the submission site home screen for the abstract to be included in grading. A confirmation email will be sent for every resubmission.

What are the presentation formats?

- **Oral Presentations:** The highest-ranked abstracts are selected for presentation in one of the plenary, scientific or section sessions. These sessions take place on Saturday and Sunday of the meeting.
    - When uploading slide presentations, the aspect ratio should be 16:9.
    - The oral presentation upload site opens Monday, April 1, 2024.

- **Rapid Fire Oral Presentations**: The Rapid Fire Oral Presentations are limited to three minutes and 10 slides. Presentations can be chosen to be given in the Scientific Sessions, Section Sessions, or during the Rapid Fire Research Forum. Presentations are organized by abstract categories within the forum.
    - When uploading slide presentations, the format should be 16:9.
    - The Rapid Fire presentation upload site opens Monday, April 1, 2024.

- **e-Posters:** e-Posters are a digital presentation of an abstract and can be viewed throughout the entirety of the AANS Annual Scientific Meeting on the meeting app and app kiosks in the designated e-Poster area at the convention center.
    - Presenting authors have the opportunity to upload a one-slide supplemental PDF poster or a prerecorded video slide presentation to accompany their original abstract submission.
    - The e-Poster upload site opens Monday, March 4, 2024, and closes Tuesday, April 23, 2024. Late uploads are not accepted – *no exceptions*.

When will I know if my abstract has been accepted?
- All abstract submitters will be notified by email in January 2024 of their abstract status.

If I accept the invitation for either an Oral or e-Poster presentation, am I required to attend the 2024 AANS Annual Scientific Meeting in Chicago?

- ***Yes, all*** Presenting Authors are required to register and attend the 2024 AANS Annual Scientific Meeting in Chicago.
  - **Registration must be completed by Monday, February 26, 2024**. If the presenting author does not complete registration by Monday, February 26, 2024, all accepted abstracts submitted by the presenting author will be declined.

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

- No, the AANS does not allow for any charts, graphs or images in the abstract submission process.

How will the abstract be available to meeting attendees?

- All oral presentations are available live and in the meeting app.
- E-Poster abstracts are available in the Meeting App. Kiosks displaying the Meeting App are located in a designated area of the convention center.
- All abstracts will be published in the Meeting App exactly as they are submitted, ***no exceptions***. Proofread all abstracts before they are submitted to avoid errors.

What is the review process?

Each submission is blindly reviewed by neurosurgeons whose specialty is within the category of submission. Last year, the committee of reviewers had more than 150 neurosurgeons participate in the review process.

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