

AORTIC SYMPOSIUM 2010 **GUIDELINES FOR SUBMISSION OF ABSTRACTS**

We recommend that you print these guidelines for reference

The Aortic Symposium 2010 will primarily feature faculty presentations of original work or “state of the art reviews”. Investigators are invited to submit original work to include **BOTH** of the following:

- **Abstract** (maximum of 200 words) accompanied by
- **PowerPoint presentation** of the material (maximum of 12 slides; see **RULES**, below).
 - The Program Committee will select submissions for presentation in the plenary sessions or on the “Presentation on Demand” (POD) system.
 - The “Presentation on Demand” system permits viewing videos and PowerPoint presentations on a network of about 30 computer stations, distributed throughout the exhibit area.

OR

- **Abstract** (maximum of 200 words) accompanied by
- **Video** (maximum of 5 minutes) to be considered **ONLY** for presentation on the POD system and must be narrated in English.

Below are the rules for submission, as well as some tips and Frequently Asked Questions to help facilitate your abstract submission process.

RULES FOR ABSTRACT SUBMISSION

1. All submissions **MUST** include an abstract with a maximum of 200 words. You may use one image **or** one table within your abstract but these are best included in your PowerPoint presentation. Please note that an image or table will deduct 20 words from the word count.

2. All abstracts **must** be structured using the following section headings or they will not be accepted. The labels must be submitted in bold font:

- **TITLE** – Should be short and concise, containing no abbreviations, and indicating the nature of the work.
- **OBJECTIVE(S)** - Defined as the hypothesis or the purpose of the study.
- **METHODS** - Defined as the study design.
- **RESULTS** - Includes the outcome of the study and statistical significance if appropriate.
- **CONCLUSIONS** - **State conclusions drawn from THIS study and their significance.**
- **Do not include references.**

3. Please proofread thoroughly before submitting. Should your abstract be accepted for presentation, it will be published as submitted and will not be further edited or proofread.

4. In order to comply with the ACCME’s Updated Standards for Commercial Support, The American Association for Thoracic Surgery, as the accredited CME provider of this activity, has implemented a new disclosure process to ensure that anyone who is in a position to control the content of the education activity has disclosed to us all relevant financial relationships with any commercial interest **as it pertains to the content of the presentation**. The goal of this process is not to exclude people who have conflicts, but to manage these conflicts while benefiting from your expertise. When you complete each author page, you will be asked to fill in a Disclosure Form. You will find instructions on filling in this form when you reach this step of the process.

RULES FOR POWERPOINT PRESENTATION SUBMISSION

1. PowerPoint presentations must be 12 slides or fewer, with a total running time of no more than 5 minutes. PowerPoint presentations (without embedded video) must be uploaded to the submission site.
2. PowerPoint Presentations with embedded videos MUST be submitted **by mail** via CD-ROM or DVD.
 - Please send two (2) copies to:
AATS Meeting Manager
Aortic Symposium 2010
900 Cummings Center
Suite 221U
Beverly, MA 01915

RULES FOR VIDEO SUBMISSION

1. Videos must be narrated in English.
2. Videos may focus on novel procedures, interesting technique, difficult problems, interesting cases, etc. Videos should highlight conceptual approach and surgical technique.
3. Videos may be supplemented with several incorporated slides summarizing indications, results, and follow-up.
4. ALL videos must be submitted by mail using the following guidelines:
 - Must be submitted via CD-ROM or DVD
 - Acceptable file types: MPEG 1, MPEG 2, AVI, WMV, MOV (Quicktime mov's only if part of a Mac Powerpoint or Keynote presentation)
 - Please send two (2)copies to:
AATS Meeting Manager
Aortic Symposium 2010
900 Cummings Center
Suite 221U
Beverly, MA 01915

**All videos and PowerPoint presentations with embedded videos must be received
no later than Friday, December 18, 2009**

Please note:

- *Slide projection: NOT AVAILABLE*
- *Video TAPE (VHS, SVHS, etc.) projection: NOT AVAILABLE*
- *There will not be facilities for projection directly from personal laptop computers.*

For technical questions, please contact the Oasis Technical Support at
(217) 398-1792
Monday through Friday 9:00 am – 5:00 pm Central Standard Time
support@abstractsonline.com

FREQUENTLY ASKED QUESTIONS

1. What should I do if my e-mail address changes?

Edit your profile. If you change your e-mail address and password, all abstracts that you have created will be updated to reflect the newly updated email address and/or password.

2. I began my abstract, but when I returned to the site, the information was missing.

You must select the "Continue" button at the bottom of each form/page. When using any Internet-based application, you must update the data that you enter before leaving the application in order to save it. Selecting the "Continue" button will automatically move you to the next step in the submission process.

3. Without actually counting each word, how can I be certain that I haven't entered more than the maximum number of words for my abstract submission?

The number of words and characters that you used will be displayed on the title and body page, as well as on the "Review my work" page. If you exceeded the word count, the information will appear in RED Text. Your abstract may contain up to 200 words, the maximum number of words allowed by AATS for this abstract submission.

4. What exactly does the abstract counter count?

The abstract counter counts any word and character entered into Abstract Body, Image, and Table. The word count does not include spaces. The number of words counted for an image is 20 and the number of words counted for a table is also 20. You may use one image or one table within your abstract but these are best to include in your PowerPoint presentation.

5. I want to include an image or table in my abstract. How do I indicate where the table should be placed?

The image or table will be placed at the bottom left below the abstract text.

6. May I copy and paste my abstract text from a word processor into the Web submission system?

Yes, you may cut/copy and paste your abstract text into the text box on the abstract body page of the abstract submission site. **Mac users please note:** When you cut and paste your abstract while using a Mac system, additional characters may appear at the beginning and end of your abstract following pasting. Additional characters may also be displayed within your abstract body when you cut and paste to any point within your abstract. Please be sure to proofread your abstract carefully immediately after you cut and paste. Delete any extra characters that were added as a result of cutting and pasting. Please also make sure that any special symbols in your abstract appear correctly following pasting. If any appear incorrectly, click on the "List Special Symbols" link and select the symbol you would like to place in your abstract body. NOTE: The required abstract text section headings must be included in the document you upload.

7. On a printout of my abstract, my title is repeated.

You have entered your title in the title field and also at the beginning of your abstract. You need to revise your abstract body text and remove the title from the abstract body. Please proof your abstract carefully before you submit. The content you submit will be FINAL. Corrections, updates or additions will not be permitted after submission.

8. What is the deadline for abstract submissions?

Abstracts must be submitted online at www.aats.org/aortic by **Friday, December 18, 2009**. Late or incomplete abstracts will not be considered. All videos and PowerPoint presentations with embedded videos must be received via mail no later than **Friday, December 18, 2009**.

9. Can I make revisions to a submitted abstract prior to Friday, December 18, 2009?

Yes. You may return to the abstract submission site and edit your abstract anytime before the submission deadline. After Friday, December 18, 2009, all abstract submissions are considered final.

10. I cannot find an answer to my question in this list.

Contact AATS Customer Service Support Team:

Phone: (978) 927-8330

Fax: (978) 524-0498

E-mail: aconti@aats.org

Business Hours: 9:00 AM - 5:00 PM EST, Monday - Friday