

# Abstract Submission Guidelines

## General Submission Guidelines

- **Submission of an abstract constitutes a commitment by the first author to present if selected.** This rule applies to paper, poster, course, and film presenters.
- **All presenters** are required to register for the Annual VRSI Scientific Meeting and pay all applicable fees.
- **No substitute presenters will be allowed.** If the first author cannot attend the meeting, the paper or poster will not be presented.
- A **financial disclosure must be completed and electronically signed** by all presenters, co-presenters, authors, and co-authors submitting an abstract.

## How to use the online Abstract Submission System

- The online Abstract Submission System allows you to create, edit, and submit abstracts over multiple sessions. Your abstracts may be accessed from your user profile at any time.
- 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 enter your abstract, you will be able to step through the process with the option to Skip for now any content you are not yet ready to enter.
- At any point in the submission process you may choose to Save and finish later. This records your work and allows you to return later to make changes or additions and complete your submission
- The review page will help you to reconfirm your abstract before submitting
- Once you are completely satisfied with your abstract and have met all requirements for entry, you can submit your abstract by clicking the Submit abstract button on the review page.
- **You must press Submit abstract** when you have finished your abstract or your submission will not be evaluated by the Program Committee.

## Detailed submission requirements Scientific Papers and Scientific Posters Structured abstracts should include:

- **Title:** 150 characters max – Is the title descriptive of the abstract?
- **Purpose:** 400 characters max – What is the question that the study answers, or the hypothesis that it tests?
- **Methods:** 700 characters max – What is the study design? Indicate randomization, masking, and whether data collection was retrospective or prospective. Identify the patients, including selection and exclusion criteria, and numbers. Indicate intervention, procedures and measurement.
- **Results:** 1000 characters max – What are the outcomes and measurements? Include their statistical significance, if appropriate.

- **Conclusion:** 400 characters max – What are the conclusions? Describe the clinical pertinence and value.

#### **Rules and Regulations for Submitting Papers to the J.M. PAHWA Award Session:**

- THE FIRST AUTHOR (PRESENTING AUTHOR) SHOULD BE A RATIFIED MEMBER OF THE VRS-I. IF THE PRESENTING AUTHOR IS NOT A RATIFIED MEMBER, APPLY AT ONCE SO THAT IT GETS RATIFIED DURING THE CONFERENCE.
- THE WORK PRESENTED SHOULD BE DONE IN INDIA.
- THE WORK SHOULD NOT HAVE BEEN PUBLISHED OR ACCEPTED IN ANY PEER REVIEWED JOURNAL PRIOR TO SUBMISSION AND CAN BE CONSIDERED FOR PUBLICATION ONLY AFTER THE PRESENTATION OF THE PAPER IN THE ANNUAL CONFERENCE.
- THE AWARD WILL NOT BE GIVEN TO THE SAME PERSON TWICE.
- THE RECIPIENT OF THE AWARD WILL BE PRESENTING THE WORK AGAIN IN THE NEXT CONFERENCE.
- THE AWARD WILL CARRY A CITATION.

#### **Challenging Cases Submission should include:**

- **Title:** 150 characters max
- **Case Report:** 1000 characters max Briefly summarize the case to be presented.

#### **Video submission Structured abstract should include:**

- **Title:** 150 characters max
- **Synopsis:** 1000 characters max- give a brief description of the video, highlighting the features.
- **Time:** up to 4 minutes—running time in minutes and seconds
- **Video :** To be electronically submitted only, by the Abstract Submission closing Date ( No CDs/DVDs)
- **Important:** The video presentation should be entirely in the video format. Power point presentation with inserted videos are not accepted. Built in Audio as running commentary would be preferable. (Video format - avi, mov, flv, mpeg, mp4, wmv, mkv, swf within 500 MB)

## **Electronic-posters (E-Posters)**

- An E-Poster is an electronic version of the traditional boards, and is displayed on monitor screens using Power Point slides. E-Poster may include text, figures, tables and images and NO video/animations.
- Selected E-Poster can be viewed any time during the conference. A specific time slot will not be required.

## **Guidelines for Electronic-posters Presentation**

**E-Posters should consist of a maximum of 8 Microsoft PowerPoint slides, including title slide and offering information on the following topics:**

- **Introduction**
- **Material and Methods**
- **Results**
- **Discussion**
- Use Times New Roman or Arial fonts.
- Use the first slide to show the title of the E-Poster and the authors information.
- Font should be no smaller than 18 points.
- Maximum of 120 words on each slide.
- Use a plain background without patterns or dark colors.
- Use clear headings and leave spaces between sections.
- Pictures and graphics should be clearly labelled and described.
- Pictures and graphics should be of good quality.
- Text should not be obscured by images.
- Remember that simpler posters are always more attractive and easier to read.
- Do not fit too much information on one slide.
- Correct spelling and punctuation make your poster more attractive and informative.
- E-Posters should contain no video clips/animation files.

- The file should be not more than 5 MB (more than this size, it will be rejected automatically) – *No Physical Posters*

### **Hack the Tech - Innovating to Improve:**

This session is for innovators who have created a de novo technique / instrument(s) that can change the way things are done. It should include an original idea serving a felt need where there is a gap. The idea must translate into a practical utility and that utility must be demonstrated and validated to prove its worth in the form of a validation study or there must be a clearly demonstrable advantage over previous technique or technology.

- Title (150 characters)
- The Need (400 Characters)
- Development of the Idea (800 Characters)
- Validation/Superiority over existing Technique ( 800 Characters ) Supplemental Videos