



the SRS/SBRT Scientific Meeting 2014

Bridging the Gap: REACHING HIGHER STANDARDS

May 7 – 10, 2014

*The Hilton Minneapolis
Minneapolis, Minnesota*

PLEASE READ BEFORE SUBMITTING ABSTRACT

ABSTRACT SUBMISSION INFORMATION

The Scientific Review Committee (SRC) for the SRS/SBRT Scientific Meeting 2014 welcomes the submission of original contributions.

Important Dates

- Abstract Submission Opens: Thursday, August 1, 2013
- Abstract Submission Closes: Monday, December 9, 2013

Scientific Abstract Categories

- CNS
 - Intracranial
 - Spine
- Extracranial
 - Genitourinary
 - Gastrointestinal
 - Lung
 - Extracranial Other
- Emerging Technology
- Physics

At-A-Glance Submission Requirements

- Create an outline of your abstract
- Create an abstract that is organized according to the following six sections:
 - Title – Should not use product or brand names
 - Author(s) – Please list presenting author first
 - Objectives – Defined as the hypothesis or the purpose of the study
 - Methods – Defined as the study design
 - Results – Includes the outcomes of the study and statistical significance if appropriate
 - Conclusion – State the significance of the results
- Submit your abstract, outline, and updated CV by the deadline: **Monday, December 9, 2013**

In order to successfully complete abstract submission, authors will need to provide the following information during the online submission process:

Outline

As part of CE requirements, all presenters will be required to submit an outline. This information assists CE reviewers to determine whether the activity is sufficient in depth and scope to enhance knowledge and skills. A sample outline is provided on the on-line submission form.

Curriculum Vitae (CV)

As part of CME/CE requirements, all presenters will be required to submit a CV.

Continuing Medical Education (CME)/Continuing Education (CE)

For purposes of Continuing Medical Education or Continuing Education (CME or CE), a disclosure of relevant financial relationships with commercial interests is required for anyone who can influence CME/CE content. Abstracts selected for oral presentation will require the submission of CME/CE Disclosure Forms by the presenting author.

Abstract Grading & Selection

Submitted abstracts will be considered for the following presentation categories:

- Oral Abstract Presentation
 - Abstracts accepted for oral presentation will be presented in the Clinical or Physics Sessions.
- Short Oral Poster Presentation
 - Abstracts accepted in this category will be 4 minutes in length with 1 minute Q&A and presented in the Clinical or Physics Sessions.
- Static Poster Viewing
 - Accepted posters will be on display throughout the meeting. The poster viewing areas will provide interaction between the researcher and attendees.

Abstract Notification of Acceptance

- The Scientific Review Committees (Medical & Physics) will be appointed to review all submitted abstracts in the designated category. The Scientific Review Committees have the right to re-categorize an abstract.
- Notification of receipt and acceptance, and all additional correspondence will be conducted via email with the presenting author.
- Presenting authors will be notified no later than Monday, February 3, 2014 as to whether their abstract submission has been accepted for oral or static poster viewing.
- Once we receive confirmation that you agree to present, you will receive informational documents including presentation guidelines and specifications.
- Awards will be given for the best abstract in pre-defined categories. Awards will be announced during the appropriate session.

ABSTRACT REGULATIONS

Please be aware that your abstract will not be considered if you do not comply with the description guidelines.

Online Submission Form Instructions

- Abstracts for this meeting **must be submitted no later than Monday, December 9, 2013**
- An individual may submit more than one abstract.
- An abstract may only be submitted once. Duplicate abstracts (reporting the same data) that are submitted under a different author will not be considered.
- Abstracts must be submitted online through the abstract submission process. No fax copies, disks or email submissions will be accepted.
- Abstracts must summarize an original contribution and must not have been presented, published or accepted for presentation or publication elsewhere.
- Abstracts must be submitted and presented in English.
- Due to [CME/CE regulations](#), abstracts should NOT use product or brand names, especially in the title. Whenever possible, we encourage the use generic references/terms such as: treatment delivery device, radiosurgery or radiotherapy. Example: *“Patient was treated with radiosurgery.”* is preferable to *“Patient was treated with TrueBeam™.”*
- Once an abstract has been selected for presentation, it may not be revised. Typographical errors that do not affect the data presented or accidental omissions of co-authors are not reasons for changes to abstracts after selection. Please proof your abstracts carefully for formatting, spelling and grammar. Double-check all sections of the abstract, i.e., title, authors, disclosures and abstract body. Material may be updated in your presentation and manuscript.
- The presenting author is obligated to ascertain that all authors are aware of abstract content before submission.
- The presenter and co-authors must identify any financial interest in products or processes described in the abstract and sign a financial disclosure.
- The presenting author is the primary contact for all correspondence regarding the abstract, unless otherwise specified under the “Contact Information” section of the online abstract submission system.
- The presenting author is responsible for the following:
 - Ensuring that all authors have read the abstract and agreed to be co-authors. Failure to get approval from all authors will result in rejection of the abstract.
 - Notifying all co-authors of any additions, deletions, and changes to the abstracts.
 - Obtaining all of the conflict-of-interest disclosure and copyright transfer information from co-authors.
 - Forwarding all correspondence to all co-authors, including RSS policies and guidelines and the Accreditation Council for Continuing Medical Education (ACCME) Standards for Commercial Support for Continuing Medical Education (CME).
- Please spell any symbol abbreviations, they may not translate correctly.

- An abstract may not contain any illustrations, images, graphs or tables. The abstract must be formatted in text only for publication in the meeting program. Any abstract containing an image, graph or table will not be accepted for peer review. If selected, presenters may expand their abstract to include tables, graphs and images in poster presentation.
- **Maximum character count**, including spaces is 4000 (includes title, authors, Objectives, Methods, Results, and Conclusion).
- A maximum of 10 author names may be listed on each abstract. There are no exceptions.
- Submission of an abstract conveys permission to be printed in the program book.
- Selecting the submit button for final submission will give a confirmation of submission acknowledgement. If you do not receive a confirmation of submission acknowledgement or have questions, please contact dhitzman@therss.org
- **Submitting an abstract for presentation does not constitute registration for this Scientific Meeting.** All presenters are required to register and attend the meeting. To register please visit the RSS website at www.therss.org.

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