

## Call for Abstracts

### Important Dates – Mark Your Calendar

- Abstract Submissions Opens: November 16, 2014
- Abstract Submission Deadline: January 19, 2015 (extensions to the deadline will not be provided)
- Abstract Notifications Sent: February 23, 2015
- Early-Bird Registration Cut-Off: March 16, 2015
- Pre-Registration Deadline for Presentation: April 20, 2015

### Submission Topics

**Scientific Abstracts** (with the following sub-categories)

- Acute Pain
- Chronic Pain
- Regional Anesthesia
- Emerging Technology
- Education

### Medically Challenging Cases

Medically Challenging Cases are reports of a single case or up to 4 cases having a similar presentation. Case series of 5 or more patients may be presented as a scientific abstract.

### Online Submission Process

#### Overview

All abstracts must be formally submitted via the online abstract submission system, in English, be of a quality suitable for publication, and strictly adhere to all the requirements below. There is no limit to the number of abstracts that may be submitted. If an abstract was previously submitted to a different meeting it may still be submitted. The submission system allows storing abstracts as a draft in order to make changes. However, abstracts must be formally submitted before the deadline in order to be sent to review for inclusion in the scientific program. A presenter is expected to attend the meeting and present the poster. Only abstracts of authors who have paid their registration and e-poster presentation fees in advance will be included in the program. The presenting author is required to ensure that all co-authors are aware of the content of the abstract before submission. ASRA does not share with an institution or employer information on those who have submitted abstract(s).

#### Accepted Abstract Fee

ASRA does not charge a fee to submit an abstract. However, a \$65 fee will be charged for each abstract actually accepted for presentation. This payment is non-refundable and partially offsets ASRA's cost for abstract presentation in the e-poster format. This e-poster fee is generally less expensive than printing a poster; printed posters are not accepted (except for the best of meeting abstracts, see award section below). In order to pay this fee, submitters are required to complete the meeting registration process. Meeting registration is refundable according to the meeting cancellation policy. Only abstracts by paid registrants will be included in the final program guide and meeting materials.

#### Submission Contents and Format

- **Presenting Author's Contact Details**
- **Co-Authors' Contact Details**
- **Abstract Title** (limited to 25 words in sentence format)
- **Abstract Category** (abstracts must be allocated to one of the following categories)
  - Scientific Abstracts
    - Acute Pain
    - Chronic Pain
    - Regional Anesthesia
    - Emerging Technology
    - Education
  - Medically Challenging Cases
- **Abstract Content** (limited to 500 words, note that word count is affected when graphs/tables/images are added, see below)
  - Introduction
  - Material and methods
  - Results

- Discussion
- References
- Funding disclosure (including industry grants or third-party research funding)
- Personal conflicts of interest disclosure
  - Financial or other relationships with a commercial interest producing, marketing, re-selling, or distributing health care goods or services consumed by, or used on, patients
  - Self and/or spouse/partner
  - Over last 12 months
  - Company name(s) and nature of relationship
    - honoraria/expenses
    - consulting/advisory board
    - funded research
    - royalties/patent
    - stock options
    - equity position/ownership
    - employee
    - other (please specify)
  - “Nothing to disclose” if none of the above

- **Tables**

The maximum number of tables allowed per abstract is 3. Each table should be smaller than 10 rows x 10 columns. Each row of the table will be counted as 10 words against the 500 word total.

- **Figures**

For upload a maximum of 2 figures are allowed. Each figure is counted as 10 words. The maximum file size of each figure is 500 KB. The maximum pixel size is 600(w) x 800(h) pixel. Only figures in JPG format may be uploaded. If the file size or pixel size is too large, the figure must be resized accordingly. All uploaded tables and figures must be placed into the abstract text.

### Patient and/or Institutional Review Board (IRB) Approval

All patient protected health information (for example: name, initials, medical record number) should be de-identified. Only work that has received proper patient and/or institutional review board (IRB) approval will be accepted. A statement indicating that approval has been granted should be incorporated into the abstract. Applicants are required to confirm that approval has been granted before abstract submission.

I have obtained patient and/or institutional review board (IRB) approval.

Or

An institutional review board (IRB) and/or animal use committee have waived the requirement for their formal approval of the study.

### Copyrighted Material

Applicants must attest to the following:

There are no copyrighted figures, images, or content in my abstract.

If copyrighted figures, images or content are contained in my abstract, I have obtained necessary permission from the copyright owner.

### Oral Presentation

Check the box if you would like your e-poster to be considered for oral presentation during the moderated poster sessions.

Check box if you are a resident/fellow and would like to be considered for a travel award.

### Agreement and Submission

All abstract submitters must agree and confirm the following upon submission:

I affirm that I and all others listed as authors contributed substantively to the writing, review, and work described by this abstract, and further affirm that it was not prepared or written by anyone not listed as an author.

I herewith confirm that the contact details saved in this system are those of the corresponding author, who will be notified about the status of the abstract. The corresponding author is responsible for informing the other authors about the status of the abstract.

I confirm that I am the sole owner and/or have the rights of all the information and content provided to ASRA. The publication of the abstract does not infringe any third party rights including, but not limited to, intellectual property rights. I herewith grant ASRA a royalty-free, perpetual, irrevocable nonexclusive license to use, reproduce, publish, translate, distribute, and display the abstract content.

I confirm that I previewed this abstract and that all information is correct. I accept that the content of this abstract cannot be modified or corrected after final submission and I am aware that it will be published exactly as submitted.

Submission of the abstract constitutes my consent to print and/or electronic publication (e.g. meeting website, program, other promotions, etc.)

- If the study involves the off-label use of drugs administered within or around the neuraxis or peripheral nerves of human subjects, I attest that I have followed the conditions set forth regarding such experimentation. Details can be found within the Information for Authors of the journal, *Regional Anesthesia and Pain Medicine*.
- I confirm all requirements and that disclosure information provided is accurate, complete, and will be disclosed to participants in writing (in abstract and on poster) and verbally at the beginning of any presentation made during the meeting.
- I confirm that all content adheres to the following:
  - Balance, independence, objectivity, and scientific rigor.
  - Recommendations involving clinical medicine based on the best available evidence, with references.
  - Scientific research cited conforms to standards and protocols accepted by the scientific community.
  - No recommendations made that are known to be ineffective or associated with dangers that outweigh benefits
  - **No promotional content of a commercial entity (includes product names, photos, logos, company names, etc.)**
  - **Trade names should be used only if necessary, and in those cases the name may be included parenthetically once (in the methods), but no more. If more than one company makes the product, all applicable trade names should be identified.**
  - No patient protected health information (patient information/videos appear with permission or have been de-identified).
- I understand that my abstract may be immediately rejected and/or removed from any publication if it does not thoroughly comply with all of the above requirements.

#### Review and Grading Process

Abstracts are blind reviewed by at minimum 3 committee members and are graded using a 3 to 1 scale, with 3 being “must accept and consider for best of meeting”, 2 being “accept” and one 1 being “reject” (reason for rejection to be briefly stated). The ASRA committee performing the review and selecting abstracts for presentation is identified based on the abstract category.

- **Scientific Abstracts**
  - Research Committee
  - Support from CME Committee (members of committee with expertise in each field), as necessary
- **Medically Challenging Cases**
  - Scientific/Education Planning Committee

The ASRA committee review and ranking of abstract submissions does not constitute peer review and should not be interpreted as such. Notification regarding the status (accepted for poster presentation or rejected) will be sent to the abstract author approximately 2 months prior to the meeting. Some submitted abstracts may not be accepted based on their quality or space limitations at the meeting venue.

#### Awards

##### Eligibility

Membership in ASRA is not required to submit a scientific abstract or medically challenging case. However, only abstracts submitted by ASRA members will be considered for the best of meeting abstract awards and resident/fellow best of meeting abstracts and research travel awards.

##### Best of Meeting Abstracts (*Scientific Abstracts only*)

The top 20 highest scoring scientific abstracts that have met all ASRA abstract submission requirements and ASRA membership will be sent to the research committee, which will select 3 best of meeting abstracts. Best of abstract winners are included in the moderated poster sessions and are also invited to give an oral presentation from the podium as part of the excellence in ASRA awards luncheon. Presenters have a maximum of 3-5 minutes and 5-7 slides for their presentation. Slides have to be sent to the research committee chair at least 2 weeks prior to the meeting. A certificate is given to the winners (mailed by the ASRA office after the meeting), winning abstracts are tagged in the e-poster system, and printed posters are displayed in the meeting registration area (award recipients are responsible for providing a 36 x 48 printed poster; ASRA will reimburse up to \$100 for printing costs upon receipt submission). Best of Meeting Abstract recipients must be present to receive the award and participate in the above presentation activities. If a winner is unable to participate, an alternative award winner will be selected.

##### Resident/Fellow Best of Meeting Abstracts and Research Travel Award

Upon submission, resident/fellow submitters have the option of having their abstract considered for the resident/fellow research travel award. The top 10 highest scoring resident/fellow scientific abstracts will be sent to the research committee chair who will then select 3 to receive an award. The resident/fellow best of meeting and research travel award recipients will be invited to give an oral presentation from the podium as part of the resident and fellow education program. Winners will also receive a travel award in compliance with ASRA’s administrative procedure related to reimbursement and honoraria. A certificate is given to the winners (mailed by the ASRA office after the meeting) and winning abstracts are tagged in the e-poster system. Resident/fellow best of meeting and research travel award recipients must be present to receive the award and participate in the above presentation activities. If a winner is unable to participate, an alternative award winner will be selected.

### Presentation during Meeting

#### Accepted Abstract Fee and Meeting Pre-Registration

ASRA does not charge a fee to submit an abstract. However, a \$65 fee will be charged for each abstract actually accepted for presentation. This payment is non-refundable and partially offsets ASRA's cost for abstract presentation in the e-poster format. This e-poster fee is generally less expensive than printing a poster; printed posters are not accepted, except for the best of meeting abstracts (see award section above). In order to pay this fee, submitters are required to complete the meeting registration process. Meeting registration is refundable according to the meeting cancellation policy. Only abstracts by attendees who register at least 3 weeks prior to the meeting will be included in the final program guide and meeting materials.

#### Eligibility

Only abstracts by attendees who register at least 3 weeks prior to the meeting will be included in the final program guide and meeting materials. Only corresponding authors or other authors listed on the submitted abstract may present onsite during the meeting. Investigators who have abstracts approved for presentation but fail to attend the meeting three years in a row will be prohibited from submitting abstracts for the following two years.

#### E-Poster Display

All abstracts accepted for poster presentation during the annual meeting will be available onsite each day using e-poster technology. Multiple plasma screens will be available in a clearly identified viewing area. Posters will be grouped by category and subcategory. The e-posters will not be formally moderated or discussed during general viewing hours. Authors are encouraged to be available in the e-poster area during the break times for those attendees who may want to ask questions.

#### Moderated Poster Sessions

Upon submission, authors will have the option to indicate if they would like to be considered for oral presentation during the annual meeting. A selection of posters are chosen for oral presentation during the moderated poster sessions. The maximum number of moderated sessions will be determined by the scientific/education planning committee and project management team based on program organization and meeting space; ASRA will provide as many oral presentation opportunities as possible. Moderated poster sessions will include one dedicated session for medically challenging cases. All other sessions will be allocated for presentation of scientific abstracts; these sessions will be structured according to category and subcategory as much as possible. The final number of presentations will be based on the quality of submitted abstracts. Posters will be moderated at various times by various moderators. 9 to 12 abstracts will be assigned per session. Each presenter will be allocated maximum 10 minutes per poster (5 minutes presentation and 5 minutes discussion).

### Availability after Meeting

#### ASRA Society and/or Meeting Websites

Abstracts (as submitted for initial grading) will be included on the ASRA website with no pre-determined removal date. E-posters will be available online to meeting participants only and removed 3 months after the meeting.

#### Regional Anesthesia and Pain Medicine Journal (RAPM) Listing *(Scientific Abstracts only)*

Regional Anesthesia and Pain Medicine (RAPM) is ASRA's official, journal, publishing peer-reviewed scientific and clinical studies. Scientific abstracts presented during the annual meeting are listed in the journal with abstract title, author, and affiliation data only; full abstracts are not included in print, but will be posted on the ASRA website with a link to the RAPM journal website. Medically challenging cases will not be printed in the journal or available on the journal's website. E-posters will not be printed in the journal or maintained on the ASRA website beyond 3 months from the meeting date.