

**Call for Abstracts**

**Submission Deadline: February 14th 2020**

The symposium “Global Neurosurgery: Ask Not for Whom the Bell Tolls” is accepting abstracts.

The submission deadline for abstracts is February 14th 2020. Notification of abstract status will be e-mailed by March 1st 2020.

**General Guidelines**

* Abstract categories include:

Oncology

Skull base

Epilepsy

Neurovascular Surgery

Endovascular Neurosurgery

Trauma

Spine

Peripheral

Functional

Pediatric

Education, Ethics, Socio-Economic

Global Neurosurgery

Hydrocephalus

* Abstracts must be submitted and presented only in English.
* Individuals should submit material only if they, or a designee, are committed to registering for and attending the conference to present the paper or poster.
* There is no limit to the number of abstracts you may submit.
* There are two types of presentations: oral and poster presentation.
* All abstracts must have conclusion/results completed by the submission date. Abstracts describing data that have not yet been collected and/or analyzed as of the abstract deadline will be rejected
* Registration is not mandatory in the submission process. However, all presenters must register and pay for the conference by March 16th 2020, otherwise the abstract will not be included in the congress final program.
* You may indicate your presentation preference (oral or poster). The Abstract Selection Committee determines the final presentation format.
* ALL authors must complete and submit a CME/CE disclosure form.
* Abstracts may be edited until the deadline for submission. After that date, no changes in content or authors may be made. Edits would include changing the title, adding or deleting authors or changing the abstract body. Once the review process begins, no changes to the submissions are allowed; no exceptions.
* Abstracts must promote quality in healthcare or advances in science, must not promote a specific product or pharmaceutical, biotech and/or device company. In addition, abstracts cannot contain advertising, trade names or a product-group messages. Generic names or terms must be used in your abstract content.
* Members of Industry: Your abstract content must be limited to basic science research (e.g., preclinical research, drug discovery) or the processes/methodologies of research, themselves unrelated to a specific disease or compound/drug. Content must not be related to clinical applications of the research/discovery or clinical recommendations concerning the business lines or products of your employer.

**Information Required to Complete a Submission**

* Main Author - Individual who is submitting the abstract. All correspondence will be done with the main author.
* Title
* Keywords (up to four)
* Abstract Body (300-word maximum) separated into:
	+ Objectives - At least two clear, and measurable learning objectives must be included with your abstract submission. Learning objectives are not included in the abstract word count.
	+ Background - A brief statement on why the study was conducted
	+ Methods - The method(s) of study or experimental approach must be briefly defined.
	+ Results - A summary of the study results, including sufficient details to support those conclusions must be described.
	+ Conclusions - A statement explaining the significance of the work and its implications for further research.
* List Authors - Up to 11 list authors can be included. Their full names with credentials, city and state or country must be included.
* Presentation Preference - Please note whether the preferred format is an oral, poster, or both.
* ALL authors must complete and submit a CME/CE disclosure form. It is the responsibility of the Main Author to obtain disclosure forms from ALL authors and submit these forms along with the abstract.

**Editing your Submission**

* You may make any edits until the submission deadline on February 14th 2020. Edits would include changing the title, adding or deleting authors or changing the abstract body. Once the review process begins, no changes to the submissions are allowed; no exceptions. It is the responsibility of the submitter to review and verify all work submitted.

**Abstract Selection**

* Submissions will be reviewed and scored by independent reviewers to ensure high quality scientific submissions are selected for presentation at the meeting. The following criteria will be used to score submissions:
	+ Significance of the abstract for global neurosurgery,
	+ Innovativeness of ideas, methods and or approach,
	+ Rigor of methods and approach (analytical design for research, systematic approach for practice and/or policy),
	+ Presentation of empirical findings (not applicable if abstract does not present empirical research),
	+ Implications identified for future research, practice and/or policy, and
	+ Clarity of writing.
* Notifications of the Abstract Selection Committee's decision will be sent March 1st 2020 via email to the corresponding authors of all abstracts, regardless of the outcome.
* Awards for resident and medical student abstracts with presentation during plenary session

**Registration/Attendance Requirement**

* As Presenting Author, if you accept to present either an Oral Presentation or Poster, you must register and attend the symposium. Registration and payment must be completed by March 16th 2020. If the presenting author does not complete registration by above date all accepted abstracts submitted by the presenting author will be declined.
* If you are unable to attend the symposium, a Change of Presenting Author notification must be emailed to Erin Dunkley at ed525@rwjms.rutgers.edu by the registration deadline date of March 16th 2020. The new Presenting Author must then fulfill the registration and disclosure requirement, or the abstract will be declined. After the request has been reviewed and approved, all correspondence will then be addressed and sent to the new Presenting Author.

**Important Dates for Global Neurosurgery**

* Submission Site Opens - 1/9/2020
* Abstract Submission Deadline - 2/14/2020
* Abstract Notifications - Emails will be sent by 3/1/2020 to each submission’s presenting author.
* Deadline for Presenting Author Change Form - 3/8/2020
* Deadline for Presenting Author to Complete Registration and Payment - 3/16/2020. Presenting Authors for both Oral Presentations and/or Posters must be registered by this date.

Each abstract author agrees and certifies that he or she waives any and all claims against Rutgers University, RWJBarnabas Health and World Federation of Neurosurgical Societies, the providers of Global Neurosurgery: Ask Not for Whom the Bell Tolls symposium, and any reviewer arising out of or relating to the abstract submission and review process, including but not limited to peer review and the grading of abstracts.

**Submission Details**

* Submit your abstract along with the disclosure forms of all authors via email to Erin Dunkley at ed525@rwjms.rutgers.edu
* For more information, please contact Erin Dunkley by phone at 732-235-9063 or by email at ed525@rwjms.rutgers.edu

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| RU_LOGOTYPE_100K_S | **Disclosure Declaration Form****Abstract Author** |
| As an accredited continuing education provider, Rutgers Biomedical and Health Sciences must ensure balance, independence, objectivity, and scientific rigor in all its certified educational activities. As such, Rutgers requires **all individuals in a position to control the content of an educational activity** to provide a signed disclosure form prior to the planning of the activity. In order to ensure its CE activities, promote improvements or quality in healthcare and not a specific proprietary business interest of a commercial interest, Rutgers will identify and resolve all conflicts of interest prior to the planning of the activity. **Based on this disclosure information, Rutgers may disqualify any individual from planning and implementation if a conflict of interest that may contribute to commercial bias is determined to exist and cannot be resolved.** Individuals are required to disclose all **relevant financial relationships** with **commercial interests** (e**ntities producing, marketing, re-selling, or distributing health care goods or services consumed by, or used on, patients)** **Relevant financial relationships** are financial relationships in any amount, which occurred in the twelve-month period preceding the time that the individual was asked to assume a role controlling content of the CE activity, and which relate to the content of the educational activity, causing a *conflict of interest*. Financial relationships create conflicts of interest in CE when individuals have both a financial relationship with a commercial interest and the opportunity to affect the content of CE about the products or services of that commercial interest. In addition, an individual developing content that provides information, in whole or in part, related to **non-FDA approved uses for drug products or devices**, must indicate his/her intention to Rutgers by way of this form. The individual must also clearly identify the unlabeled indications or the investigational nature of the proposed uses to the learner. In accordance with the Standards for Commercial Support set forth by the Accreditation Council for Continuing Medical Education, the undersigned understands and accepts the policies and standards as set forth in this document.All disclosure declarations must be communicated to the learner by means of a notation in the program or syllabus, or verbally by the activity director or moderator prior to the beginning of the activity. Individuals who do not provide the requested disclosure information will be disqualified from participating in the development and delivery of a CE activity. |

**Activity Title** **Global Neurosurgery: Ask Not for Whom the Bell Tolls**

**Name**

***Please answer all the questions on both pages and sign on page 2.***

1. Do you or any member of your immediate family have any relevant financial relationships with commercial interests (e**ntities producing, marketing, re-selling, or distributing health care goods or services consumed by, or used on, patients)** in any amount within the past 12 months?

 [ ]  Yes [ ]  No

1. **If Yes**, please list (attach separate page if necessary) the commercial entities with the type of relationship listed below.

Grant/Research Support

Consultant

Speakers Bureau

Patent Holder

Member, Scientific Advisory Board

Member, Board of Directors

Stock Shareholder

(directly purchased)

Other Financial Support (specify)

Other Relationship/Affiliation (specify)

1. **If Yes**, will your abstract include discussion of specific products/services of the commercial entities you’ve listed above?

[ ]  Yes [ ]  No

2. During the development and/or presentation of content, I attest to the following:

1. The content and/or the delivery of information in my abstract will promote improvement and quality in healthcare, and will not promote a specific proprietary business interest of a commercial organization.

**[ ]** Yes **[ ]** No

1. Recommendations involving clinical medicine discussed in my abstract will be based on evidence that is accepted within the profession of medicine that adequately justifies the indications and contraindications in the care of patients.

**[ ]** Yes **[ ]** No

1. Scientific research referred to, reported or used in my abstract in support or justification of a patient care recommendation conforms to generally accepted standards of experimental design, data collection and analysis.

**[ ]** Yes **[ ]** No

1. Research findings and therapeutic recommendations discussed in my abstract will be based on scientifically accurate, up-to-date information and presented in a balanced, objective manner.

**[ ]** Yes **[ ]** No

3. Will your abstract include discussion of unlabeled/investigational uses of a commercial product?

**[ ]** Yes **[ ]** No

1. **If Yes**, list the specific product(s) and the off-label or medical indication(s). \*

**\* This information must be identified and disclosed to the learners in your during your presentation.**

I certify that the information I have provided is true and complete to the best of my knowledge and I accept responsibility for the accuracy of the information in response to the aforementioned questions. I will uphold academic standards to ensure balance, independence, objectivity and scientific rigor in my role in the development and implementation of this educational activity.

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**Signature Date**