

# Call for Abstracts

**Submission Deadline: July 13<sup>th</sup> 2020**

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

The submission deadline for abstracts is July 13<sup>th</sup> 2020. Notification of abstract status will be e-mailed by August 3<sup>rd</sup> 2020.

## General Guidelines

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- Abstract categories include:

Oncology	Peripheral
Skull base	Functional
Epilepsy	Pediatric
Neurovascular Surgery	Education, Ethics, Socio-Economic
Endovascular Neurosurgery	Global Neurosurgery
Trauma	Hydrocephalus
Spine	
- 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 is one type of presentation: oral.
- 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 August 7<sup>th</sup> 2020, otherwise the abstract will not be included in the congress final program.
- All presentations will be in an oral 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

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- 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.
- 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

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- You may make any edits until the submission deadline on July 13<sup>th</sup> 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

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- 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 August 3<sup>rd</sup> 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

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- As Presenting Author, if you accept the invitation to present an oral presentation, you must register and attend the virtual symposium. Registration and payment must be completed by August 7<sup>th</sup> 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 virtual symposium, a Change of Presenting Author notification must be emailed to Erin Dunkley at [ed525@rwjms.rutgers.edu](mailto:ed525@rwjms.rutgers.edu) by the registration deadline date of August 7<sup>th</sup> 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

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- Submission Site Opens - 6/22/2020
- Abstract Submission Deadline - 7/13/2020
- Abstract Notifications - Emails will be sent by 8/3/2020 to each submission's presenting author.
- Deadline for Presenting Author Change Form – 8/7/2020
- Deadline for Presenting Author to Complete Registration and Payment - 8/7/2020. Presenting Authors 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 virtual 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

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- Submit your abstract along with the disclosure forms of all authors via email to Erin Dunkley at [ed525@rwjms.rutgers.edu](mailto: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](mailto:ed525@rwjms.rutgers.edu)