

SNACC Annual Meeting Abstract Submission Overview

Thank you for your interest in submitting an abstract for the SNACC 2022 Annual Meeting. The abstract submission site will open in March and close **Monday, May 2, 2022**. The information below will help you to prepare your submission.

All accepted abstracts will be presented virtually via Zoom. The presenting author will be required to register for the event in order to present the abstract material.

SUBMISSION SITE

First, you will create an account. When entering your address, be sure to select the country first in order for the proper state/province options to be available in the dropdown. After you create a profile and an access key (password) you will be taken to a page to agree to privacy terms. On the next page, you will select "[Click here to begin a new abstract](#)", which will take you through the following steps:

START A NEW ABSTRACT:

TITLE

A good title explains what is going to be covered in the presentation and includes proper capitalization. Titles should comply with [Journal of Neurosurgical Anesthesiology \(JNA\) formatting requirements](#).

Example: Correct Title Case for Annual Meeting Abstract Submission

ABSTRACT CATEGORY

The second portion of your submission will be selecting from the abstract categories listed below.

- a. Basic Science
- b. Clinical Science
- c. Medically Challenging Cases
- d. Education
- e. Neuromonitoring
- f. Neuroprotection
- g. Cerebral Ischemia
- h. Patient safety
- i. Quality Assessment
- j. Cerebrovascular and/or Subarachnoid Hemorrhage
- k. Stroke
- l. Delirium
- m. Cognition
- n. EEG monitoring
- o. Clinical trial
- p. Other

TASKS

After you have entered the basic information about your submission, you will be taken to a page with a list of tasks. Once you have completed a task, a green checkmark (✓) will appear next to the task icon. When you have completed all of the tasks, you must click on the “Save Submission” button the click on the “Submit” button that appears in order for your abstract submission to be complete.

1. Presenting and Backup Presenting Authors

You will enter the names of the authors assigned as the Presenting Author and Backup Presenting Author. Only one person may be designated in each of these roles. The Presenting Author will be the only author who can make further edits and upload additional presentation information if the abstract is accepted.

Each author listed on the abstract MUST complete a disclosure BEFORE your abstract will be considered for presentation.

When the submission site closes, a list of authors will be sent to ASA. They will reach out to all authors who do not have a current Disclosure form on file. Authors may not be added or edited after the abstract submission deadline.

Each author designated to one of these roles will need to complete the following:

Contact Information:

Your contact information may be used for communication purposes. SNACC may only publish your city, state/province, or country for marketing purposes. Your direct contact information will not be shared with attendees or vendors. You must select the “country” first in order for the proper state/province options to appear in the dropdown menu. Personal information will be shared with ASA for the purposes of Disclosure completion management.

Position/Affiliation:

Job title (position) and employer (affiliation) information is collected for proper JNA citations. This information also may be listed on the Annual Meeting website for presenting authors.

Credentials / Highest Academic Degrees:

If your abstract is selected, your credentials will be published on the SNACC Annual Meeting website. They also may be included in SNACC Annual Meeting promotional materials. They also will be used for submitting your abstract to JNA.

After you click the “Continue” button, you will be taken to the Profile Photo page.

Your photo is collected for potential use in promotional materials as well as on the annual meeting website. Submitting a profile photo is optional. You are, however, required to include a photo or mark the box indicating that you are opting not to include a photo and click the “Continue” button.

2. Contributing Authors

Additional authors beyond the Presenting Author and the Back-up Presenting Author who legitimately contributed to the abstract content should be listed in this task. Individuals listed as contributing authors must meet the definitions outlined in the [JNA Guidelines](#).

For each contributing author, you will be asked to enter their name, email, credentials/highest academic degrees, affiliation, position, city, and country.

Be sure to select the country first in order for the correct states/provinces to appear in the dropdown.

When the submission site closes, a list of authors will be sent to ASA. They will reach out to all authors who do not have a current Disclosure form on file. Personal information will be shared with ASA for the purposes of Disclosure completion management.

Information for Contributing Authors will be shared on the Annual Meeting website and in the JNA.

Disclosures

ALL authors, regardless of designated role, must have a Disclosure form filed with ASA since September 1, 2021. If *ALL* authors on your abstract have not completed the ASA disclosure form, your abstract will not be considered for presentation.

Disclosure completion is the responsibility of the authors and will be confirmed with ASA as part of the review process. SNACC reserves the right not to notify authors of disclosure delinquency and not to accept abstracts if disclosures have not been submitted by all authors.

3. Abstract

First you will confirm your title. Then you will complete the following:

Abstract:

Abstract content should address what will be covered in the presentation. You must keep your abstract to 600 words or less. Abstracts accepted for presentation will be published in the *Journal of Neurosurgical Anesthesiology* (JNA). While SNACC will submit the abstract content to JNA on your behalf, please follow the [JNA guidelines](#) when preparing and submitting your abstract to SNACC.

4. Published References

Published references are helpful for reviewers if they would like additional information before scoring your abstract. You have the option to provide references below. References provided also may be listed in conjunction with your abstract on the Annual Meeting website. List the PMID or the PMCID. A maximum of three references may be included.

5. Award Eligibility

Carefully read the qualifications. Presenting Authors will have the opportunity to indicate the awards for which they are eligible and would like to be considered. Award winners must be present at the event in Seattle to accept their awards.

SNACC Travel Award (\$500)

Presenting author is either a medical student, resident, graduate student, or clinical or post-doctoral fellow at the time of the annual meeting

APSF Patient Safety Award (\$500)

Abstract relevant to patient safety

Women in Neuroanesthesiology and Neuroscience Education and Research Award (one-year SNACC membership and Annual Meeting registration)

- a. Female first-time presenter at the SNACC Annual Meeting
- b. The rank of Assistant Professor or below
- c. The recipient must present their abstract at the SNACC annual meeting to receive their award and certificate

Joint Travel Award (\$500)

Member of one of the following affiliated regional societies:

- a. Indian Society of Anesthesiology and Critical Care (ISNACC)
- b. Canadian Anesthesiologists' Society (CAS)
- c. Neuroanesthesia and Critical Care Society of Great Britain and Ireland (NACCSGBI)
- d. Australia and New Zealand of Anesthesio (ANZCA)

John D. Michenfelder Award

The John D. Michenfelder Award is not associated with an Annual Meeting abstract submission; however, you do have the option to elect to be contacted regarding award application if you feel you are eligible. Visit snacc.org for more details about this award.

ADDITIONAL INFORMATION:

Submission deadline: The submission site will open in March and abstracts will be accepted until 11:59 pm EST on **Monday, May 2, 2022** (convert to your local time [here](#)). Submissions must be complete, conform to all guidelines, and be received by the deadline to be considered for acceptance. *When all of the tasks are complete click on the "Save Submission" button then be sure to click on the "Submit" button that appears in order to finalize your submission. When the submission process is completed, the submitting author will be sent an email confirmation.*

Selection notification: June 2022 (If you used a Gmail address to create your profile, please check your "Junk" folder for updates regarding your submission.)

Annual Meeting Registration: Presenting authors will be required to register for the Annual Meeting. Registration details will be available soon.

Review Criteria: Abstracts that are clear, concise, and excellently written will earn higher scores. The research question should be thought-provoking and timely. The methodology and results must be very clearly presented and appropriate and valid for the study design. The conclusions must clearly reflect the study results.