# ABSTRACT SUBMISSION GUIDELINES

## Important Dates

Abstract Submission Opens: July 1, 2019

Abstract Submission Closes: ~~October 1, 2019~~ **EXTENDED: OCTOBER 14, 2019, @ 11pm ET**

## Abstract Categories

- SRS/SBRT
  - CNS
    - Intracranial
    - Spine
  - Extracranial
    - Breast/Gynecological
    - Gastrointestinal
    - Genitourinary
    - Head & Neck
    - Lung
    - Extracranial Other
- Emerging Technologies including GRID/Lattice, Microbeam and FLASH Radiotherapies
- Imaging
- Immunotherapy
- Physics
- Translational Research/Biology/Pre-Clinical Models

## At-A-Glance Submission Requirements

- Create an abstract that is organized according to the following six sections:
  1. Title – Should not use product or brand names and be in Title Case
  2. Author(s) – Please enter presenting author first
  3. Objective(s) – Defined as the hypothesis or the purpose of the study
  4. Methods – Defined as the study design
  5. Results – Includes the outcomes of the study and statistical significance if appropriate
  6. Conclusion(s) – State the significance of the results
- Body of abstract must not exceed 3,500 characters including section headings, spaces and punctuation.
- Tables, images, graphs and/or charts are NOT allowed.
- Curriculum Vitae (CV) of presenting author must be uploaded at time of submission.

Submit your abstract by the deadline: ~~**Tuesday, October 1, 2019**~~ **October 14, 2019, @ 11pm ET**

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

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

## Abstract Grading & Selection

All submissions will undergo a blinded peer review process and ranked using the following criteria:

1. General interest in the subject of the abstract/hypothesis
2. Quality of the science cited in the abstract
3. Size of the series and the length of the follow-up
4. Novelty or the level of uniqueness of the study

Submitted abstracts will be considered for the following presentation types:

- Oral Presentation
  - Abstracts accepted for oral presentation will be presented in the Clinical or Physics Sessions.
- Poster
  - Accepted posters will be on display throughout the meeting.

## Abstract Notification of Acceptance

- The Scientific Review Committees (Clinical & Physics) will review all submitted abstracts.
- The Scientific Review Committees have the right to re-categorize an abstract.
- Notification of receipt, acceptance, and all additional correspondence will be conducted via email with the presenting author.
- Presenting authors will be notified no later than **Monday, December 16, 2019**, as to whether their abstract submission has been accepted for oral presentation or as a poster.
- Soon after we receive confirmation that you agree to present, you will receive informational documents including presentation guidelines and specifications.

# ABSTRACT REGULATIONS

**Please be aware that your abstract will NOT be considered if you do not comply with these guidelines.**

## Online Submission Form Instructions

**October 14, 2019, @ 11pm ET**

- Abstracts for this meeting must be submitted no later than ~~**Tuesday, October 1, 2019.**~~
- 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 site.**
- 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 of 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 submitted, it may not be revised.

## Online Submission Form Instructions, cont'd

- 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.
- The presenting author is responsible for the following:
  - Ensuring all authors are aware of, have read and agreed to be co-authors of the abstract prior to submission. Failure to get approval from all authors will result in rejection of the abstract.
  - Notifying all co-authors of any additions, deletions, and/or changes to the abstract.
  - 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).
- Spell any symbol abbreviations as they may not translate correctly.
- An abstract may NOT contain any illustrations, images, graphs or tables. The abstract must be formatted in text only. Any abstract containing an image, graph or table will NOT be accepted.
- **Maximum character count for the body of the abstract, including spaces is 3,500.** The Title and Authors will have a separate character count.
- Submission of an abstract conveys permission to the RSS to publish your abstract and/or presentation.
- **Submitting an abstract for presentation does not constitute registration for this meeting**. All presenters are required to register and attend the meeting. To register, please visit the RSS website at www.rssevents.org.

## Permission to Post and Distribute Abstracts and Presentations

By submitting your abstract, you give the Radiosurgery Society® permission to post, publish and/or distribute the submitted abstract and/or presentation in printed and/or electronic form. Accepted abstracts will be published on both the Radiosurgery Society website and the Radiosurgery Society Channel in the Cureus Journal of Medical Science. If you have any questions pertaining to this permission request, please contact us at abstracts@therss.org.