Submitting an Abstract

A. Important Information
   • The character limit for all abstracts is 300 words NOT including Title, Authors, Affiliations, and Disclosures.
   • The first author of each abstract is expected to be the presenting author at the meeting.
   • Presenting authors of accepted abstracts will be required to register for the meeting.
   • Authors have the option to submit their abstract for one of the three following options:
     o Poster Presentation Only
     o Platform Presentation Only (consideration will not be made for poster presentation)
     o Either Platform or Poster Presentation
   • Tables, graphs and images are not permitted.
   • IMPORTANT! SVIN will accept only one platform presentation per presenting author. If one submits more than one abstract for platform presentation, the others will automatically be reviewed for poster presentation if the author chooses ‘Either’ during the abstract submission process - not platform.
   • There is a maximum of one platform and one poster presentation per presenting author.
   • Avoid trade names whenever possible. Sometimes you need to say the trade name at least once, for clarity. For instance - natalizumab (Tysabri).
   • All authors that had influence over the content of the abstract must disclose. When submitting the abstract online, please list the names of the authors and the corresponding financial disclosures.
   • DEADLINE FOR SUBMISSION: SEPTEMBER 13, 2014

B. Preparation of Your Abstract
   • No identifying features such as names of hospitals, medical schools, clinics or cities may be listed in the title or text of the abstract. Do not include the names of any of the authors. The names of authors and their affiliations (institutions) will be submitted on-line during the process.
   • Abstracts previously presented at a national/international meeting may be submitted to SVIN. Please cite the meeting, location, and date of previous presentation. Abstracts cannot be previously published.
   • The title should be as brief as possible but long enough to indicate clearly the nature of the study. Capitalize the first letter of each word.
   • Abstracts should state briefly and clearly the purpose, methods, results and conclusions of the work. There is a strict 300-word limit (title and references not included).

   Introduction: Clearly state the purpose of the abstract.
   Methods: Describe your selection of observations or experimental subjects clearly.
   Results: Present your results in a logical sequence.
   Conclusion: Emphasize new and important aspects of the study and conclusions that are drawn from them.

The Submission Process

1. To submit an abstract, please visit our online Abstract Submission site and register with the system. All users will need to create an account. Go to the submission system, and click on “New Account”. Complete the form with the required fields. Once that form is submitted, you will receive a confirmation email with your log in information. Keep this email for future reference.

2. Log into the system using the username and password you chose. Only one abstract may be submitted at a time. To submit additional abstracts, please return to the submission system and log in again.

3. When you click the “log in” button you will be taken to a screen from which the submission process starts. Please read the instructions on this screen carefully. If you have not yet submitted an abstract to the system you should click the link that says “Click here to submit a new abstract”.

4. Submitting an abstract is a multi-step process. To submit a new abstract, log into the system and click on “New Abstract”. This will take you through the steps of submitting your abstracts. Be sure to read the directions on each page carefully and reference the examples that each page provides. Indication is required whether you are submitting a Small Case Series or a Single Case Report. You will then choose the type of Abstract you are submitting; Clinical or Basic Research. You will also pick the primary and secondary category that your abstract falls within.

The categories to choose from are as follows:

- Case reports
- Cerebral sinus thrombosis
- Cervical stenosis
- Clinical trials
- Emerging therapies
- Head and neck
- Hemorrhagic stroke
- Imaging
- Intracerebral hemorrhage
- Intracranial aneurysm
- Intracranial stenosis
- Pediatric
- Sclerotherapy
- Subarachnoid hemorrhage
- Systems of stroke care
- Temperature modulation in stroke
- Tumor
- Vascular Malformations
- Vasospasm
- Vertebroplasty

5. There are five steps which are listed below. The system will show you your progress on the left hand side and indicate which of the steps you have completed.

Step 1: Title
Step 2: Authors
Step 3: Body Text
Step 4: Information
Step 5: Approve

6. After you approve your abstract in Step 5, the words “Submit Abstract” will appear in blue on the bottom of the left side tool bar. You MUST submit the abstract in order for it to be considered. **NOTE: Once you submit your abstract, you will not be able to make any changes to it.**

**Withdrawing an Abstract**

If you want to withdraw an abstract please contact the conference administrator at info@svin.org or call (952) 646-2045.

**AWARDS**

**Best Scientific Abstract Award:** One award will be given at the 2014 meeting for the outstanding scientific abstract submitted by a member of the society.

a. One must be a current member of SVIN at the time the abstract is submitted.

b. The recipient is required to attend the annual meeting.

c. Previously presented abstracts will not be considered for the award.

d. A Review Committee will decide the award.

**Young Investigator Award:** One award will be given at the 2014 meeting for the outstanding abstract submitted by a junior member of the society (student, resident, or fellow).

a. One must be a current member of SVIN at the time the abstract is submitted.

b. One must be a high school, college, or medical school student, resident or fellow at the time of submission to qualify for the award.

c. The recipient is required to attend the annual meeting.
d. Only abstracts that are designated for consideration for the YIA by the author during the submission process will be considered.

e. The Review Committee will decide the award.