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## 2024 Spine Summit

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### Abstract Guidelines and FAQs

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**Meeting Dates/Location:**

February 21-24, 2024 | Las Vegas

**Abstract Submission Opens:**

Friday, June 30, 2023

**Abstract Submission Closes:**

Monday, October 2, 2023, at 5 pm CST

### Frequently Asked Questions (FAQs)

**How do I submit an abstract?**

Visit the [2024 Spine Summit](#) and log in using your MyAANS username and password to submit an abstract.

**What information is required to complete a submission?**

- **Abstract Title:** Titles should read as you want them to appear in publications. Use title case capitalization, *do not* use all CAPITAL LETTERS and *do not* put a period at the end of the title. Example: This is a Properly Formatted Abstract Title
- **Presentation Preference:** Please note whether the preferred format is an Oral Presentation, Electronic Poster or both. Note: Selecting "Oral Only" indicates your preferred choice and is not a guarantee.
- **Presenting Author (First Author):** Individual submitting the abstract
  - The Presenting Author ***is required to register and attend the meeting.***
  - The Presenting Author ***is expected to present.***
  - The Presenting Author ***must submit under one's own account.***
  - The Presenting Author's account information/status (at the time of submission) is used to determine award eligibility.
  - All correspondence with the Presenting Author is done via email.
- **Co-Authors:** List full names with credentials and email addresses. All authors must be added to submissions before the deadline. Additional authors will not be accepted after October 2, 2023, at 5 pm CST.

Please note, the order of the coauthors is not prioritized in the submission process for us. All reviews are blinded and therefore the only individuals seeing the names are the

submitters and staff. After acceptance, the order can be arranged as the presenter sees fit.

- **Primary Topic Categories**
- **Abstract Body:** Include introduction, methods, results and conclusion sections. Text is limited to 300 words.
- **Additional Information:** This includes elements such as previous presentation of the abstract, FDA approval, industry employment status, medical student/resident designation, senior author information, funding/database questions and award consideration. Note: Check the appropriate box(es) to be considered for awards.
- **Disclosure:** A disclosure is required for each presenting author, as well an agreement with the Terms and Conditions.
- **Review Work:** You may review your abstract by pressing "Preview Abstract."
  - Please proofread before submission to avoid errors.
- **Submit:** All tasks must be completed, and the abstract status must read "COMPLETE" on the submission site home screen for the abstract to be included in grading. A confirmation email will be sent.

**Note: Abstracts** cannot contain advertising, trade names or product-group messaging. Include generic names or terms in your abstract content. If the abstract includes trade names, names from several companies should be used — not just trade names from a single company — to present all available treatment options. If trade names or company names are included in your abstract, the Spine Section reserves the right to remove them to ensure all scientific content is free from commercial bias.

### Can I edit my submission?

- Yes, you can make edits **before the submission deadline**.
- Once the review process begins, no changes to the submitted abstracts are allowed – **no exceptions**. Please note that any typographical or spelling errors, improperly formatted titles, missing co-authors, etc., **will not be edited by anyone at the Spine Section**.
- It is the responsibility of the submitter to review and verify all work submitted. Please remember, after making any changes to your abstract, you must **save and resubmit** the abstract (even if it was previously submitted). The abstract status must read "COMPLETE" on the submission site home screen for the abstract to be included in grading. A confirmation email will be sent for every resubmission.

## What are the presentation formats?

- **Oral Presentations:** The highest-ranked abstracts are selected for presentation sessions. Selected abstracts are to be presented orally at the designated scientific or section sessions.
  - When uploading slide presentations, the aspect ratio should be 16:9.
  - The Oral Presentation upload site is open.
  - **NEW THIS YEAR!!** Some select presentations will be selected for additional presentation time and CME will be offered. This will include firm deadlines and additional tasks.
- **e-Posters:** e-Posters are a digital presentation of an abstract and can be viewed throughout the entirety of the Spine Summit on the app and app kiosks in the designated e-Poster area at the host hotel.
  - Presenting authors must upload a one-slide supplemental PDF poster to accompany their original abstract submission.
  - The e-Poster upload site opens December 6, 2023, and closes Wednesday, February 14, 2024.  
Late uploads are not accepted – ***no exceptions***.

## When will I know if my abstract has been accepted?

- All abstract submitters will be notified by email in December regarding their abstract status.

## If I accept an invitation for either an Oral or e-Poster presentation, am I required to attend the 2024 Spine Summit in Las Vegas?

- **Yes, all** Presenting Authors are required to register and attend the 2024 Spine Summit in Las Vegas.
  - **Registration must be completed by Monday, January 8, 2024.** If the Presenting Author does not complete registration by **Monday, January 8, 2024**, all accepted abstracts submitted by the Presenting Author will be declined.

## Can I submit charts, graphs or images with abstract submission?

- No, the Spine Section does not allow for any charts, graphs or images in the abstract submission process.

### **How will the abstract be available to 2023 Spine Summit attendees?**

- All Oral Presentations are available live in-person.
- e-Poster abstracts are available in the app. Kiosks displaying the app are located in a designated area of the host hotel.
- All abstracts will be published in the 2024 Spine Summit App and virtual platform exactly as they are submitted, ***no exceptions***. Proofread all abstracts before they are submitted to avoid errors.

### **What is the review process?**

Each submission is blindly reviewed by neurosurgeons whose specialty is within the category of submission.

### **When will abstract submissions close?**

The 2024 Spine Summit Abstract Center closes for submissions on Monday, October 2, 2023, at 5 pm CST.

### **Contact Information**

American Association of Neurological Surgeons  
5550 Meadowbrook Industrial Ct.  
Rolling Meadows, IL 60008-3852

**Phone:** 847.378.0500 or 888.566.AANS (2267)

**Email:** [spinesummit@aans.org](mailto:spinesummit@aans.org)