



SUBMITTING AN ABSTRACT

A. Important Information

- All accepted abstracts will be included on the SVIN website and mobile app.
- The character limit for all abstracts is 500 words *NOT including Title, Authors, Affiliations, and Disclosures*.
- The presenting author **must** be an author of the abstract.
- Presenting authors of accepted abstracts will be required to register for and attend the meeting.
- Authors have the option to submit their abstract for one of the three following options:
 - E-Poster Presentation Only
 - Platform Presentation Only (consideration will not be made for poster presentation)
 - Either Platform or e-Poster Presentation
- One table or graph is permitted per abstract.
- **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 e-poster presentation if the author chooses 'Either' during the abstract submission process - not platform.
- There is a maximum of one platform and two e-poster presentations 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.

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 in a manuscript.**
- The title cannot be longer than 15 words but should indicate clearly the nature of the study. Capitalize the first letter of each word within the title.
- Abstracts should state briefly and clearly the purpose, methods, results and conclusions of the work. **There is a strict 500-word limit** (title and references not included).

Introduction:	Clearly state the purpose of the study.
Methods:	Describe the design of the study clearly.
Results:	Present your results in a logical sequence.
Conclusion:	Emphasize new and important aspects of the study and conclusions that are drawn from your results.

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 "Create an Account". Complete the form with the required fields. Once that form is submitted, you will be redirected to the login page. **Please be sure to save these login credentials.**
2. Log into the system using the username and password you chose. To begin a new submission, select the icon 'Abstract Submission' and then 'Create New'.
3. Submitting an abstract is a multi-step process. To submit a new abstract, log into the system and click on the icon "Create New". 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. Here are the five steps within the abstract submission process

Step 1: Authors
Step 2: Abstract Body
Step 3: Information
Step 4: Review and Finalize

4. Indication is required whether you are submitting Clinical or 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
- Imaging
- Interesting Cases/Complications
- Intracranial aneurysm
- Intracranial hemorrhage
- Intracranial stenosis
- Ischemic Stroke
- Pediatric
- Sclerotherapy
- Subarachnoid hemorrhage
- Systems of stroke care
- Temperature modulation in stroke
- Tumor
- Vascular Malformations
- Vasospasm
- Vertebroplasty
- Other

5. Those questions marked with a red asterisk* are required fields. The system will indicate which of the steps you have not completed when you go to finalize and submit your abstract.
6. Once an abstract has been submitted, you can click on the Edit icon () to edit an existing submission. If you wish to withdraw an abstract, click the Withdraw icon () to withdraw a submission and have it moved to the Inactive tab.
7. Only one abstract may be submitted at a time. You are limited to 1 incomplete submission at a time, so if you have an existing submission that you are currently working on, you will need to complete that submission before beginning a new one. To submit additional abstracts, select 'My Submissions' in the upper left hand corner of the screen, select the icon 'Abstract Submission' and then 'Create New'.

SVIN ABSTRACT WITHDRAWAL POLICY

It is SVIN's expectation that all accepted abstracts will, under all usual circumstances, be presented at the meeting. If the presenting author is unable to present an abstract, a co-author is eligible to present on their behalf. Failure to present an accepted abstract may cause the author(s) to be ineligible for abstract submission at next year's annual meeting.

To request withdraw of an abstract, please contact the meetings manager at meetings@svin.org or call (952) 646-2033

AWARDS

Best Scientific Abstract Award: One award will be given at the SVIN Annual Meeting for the outstanding scientific abstract submitted by a member of the society.

- a. The presenting author 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 SVIN Annual Meeting for the outstanding abstract submitted by a student, resident, fellow or attending of the society.

- a. The presenting author must be a current member of SVIN at the time the abstract is submitted.
- b. The presenting author 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.