



Society for NeuroOncology

2017 SNO Annual Meeting Abstract Submission Instructions

Thank you for your interest in submitting an abstract for the 2017 SNO Annual Meeting. Please reference these instructions as you begin/complete your online submission.

Before you begin, please note:

- You will need to provide co-author information (if applicable), including: Name, Email Address, and up to 2 affiliations.
- If at any time you need to return to a step, simply select the correct step on the left side of the screen in the Session Control Panel. Upon submission of your proposal, you will receive a confirmation email with a link back to your submission should you need to edit or make changes before the deadline.

STEP 1: Title

- Paper Title
- Submitter's Email: please provide your email address. Upon completion of STEP 1 you will receive an email at this address providing you with login information in case your session is interrupted and you need to resume your submission.
- Preferred Presentation Type: choose between Oral Only, Poster Only, and No Preference. Please know, while every effort will be made to honor your request, the committee reserves the right to assign the presentation format.
- Previously Published: By submitting an abstract intended for presentation at the 2017 SNO Meeting, the presenter confirms that the material has neither been, nor will be, published in any publication in a peer review setting of any other scientific organization prior to the 2016 SNO Meeting. Abstracts containing additional findings that build on previously published research are allowed.
- I wish to apply for a Young Investigator Award: If Yes, you will be asked to fill out further information on the next page.
- Click "Save and Continue" to continue to the next step.

STEP 2: Award (If applicable)

- If you selected Yes to "I wish to apply for a Young Investigator Award":
 - Select the checkbox next to Young Investigator Award
 - Please read the award criteria for eligibility
 - **If eligible**, please provide your Department Chair's Full Name, Email Address, and the details of your faculty position and click "Save and Continue."
 - **If NOT eligible**, please return to the title step by selecting "Title" in the Abstract Submission Control Panel, and select No to "I wish to apply for a Young Investigator Award" and click "Save and Continue."

STEP 2: Category

- Please select a category.
- You may only choose **ONE** of the categories listed (either in Basic Science OR Clinical Research).
- Once you selected your category, click "Save and Continue."

STEP 3: Author

- Please add the Presenting Author and Authors.
- First, search by Last Name and/or e-mail address to determine if the information is already in the system.
- If your information is found, please make sure the name, email, and the affiliations you wish to have associated with this submission are correct before proceeding. If you need to add an affiliation, please see "To add affiliations" below.
- If the information is NOT already in the system, please fill in the **Presenting Author/Author** form with:
 - First Name
 - Last Name
 - Email Address
 - Affiliation
 - To add affiliations:
 - Add the Affiliation Name, City, State, and Country
 - Select "Add a New Affiliation" by clicking on the text, to add additional affiliations
 - PLEASE NOTE: Some authors may have multiple affiliations if abstracts have been entered in their name from previous submissions. A maximum of **2** affiliations may be associated with an author on this SNO submission. It may be necessary to add an additional affiliation, after which you will have the ability to check the two that you wish to use for this abstract.
 - Once you have entered the required information, please click the "Add another Affiliation" button. Once the page reloads, the new affiliation will be listed.
 - After you have added your affiliations, please select up to **2** that you would like to associate with this submission. Select the checkboxes next to these 2 (in the 'Affiliation(s) in use' column).
- Once you have added the Presenting Author and all additional Authors, click "Save and Continue" to proceed to the next step.

STEP 3: Disclosures

- The Presenting Author is required to fill out a disclosure agreement.
- Click "Not Answered" to open the form.

- Please read the document carefully and fill out the Commercial Interests.
- All questions on this form are **REQUIRED**. You will not be able to access the Abstract Text or Confirmation Steps without:
 - Listing Commercial Interests (if applicable)
 - Selecting how the commercial interest will be resolved (if applicable)
 - Indicating if your presentation will include discussion of an investigational or off-label use of a product
 - Listing 2 Educational Objectives (see Example)
 - Signature
- Click “Submit” once this information has been entered. You will be redirected back to the Disclosures page.
- Click “Save and Continue”

STEP 4: Abstract Text

- Copy and paste your abstract text into the box.
- PLEASE NOTE:
 - The word limit is 300 and is strictly enforced.
 - Tables and figures are not allowed.
 - Abstracts must be data driven.
- Click “Save and Continue”

STEP 5: Confirmation

- Please look over the information you provided. If you need to make corrections and/or changes, simply select the correct step from the Abstract Submission Control Panel on the left side of the screen, make the correction/change, and click "Save and Continue"
- Once this page looks correct, click "Conclude Submission"
- From this page you will have the option to print your submission.

You have now completed your 2017 SNO Annual Meeting Abstract submission. If you need to access your submission, follow the link you received in the confirmation email.