



MIDWESTERN VASCULAR 2010 September 9-11, 2010

ABSTRACT SUBMISSION GUIDELINES, POLICIES AND INSTRUCTIONS

(Please read all instructions and prepare the abstract according the following guidelines to insure that your submission(s) will be considered for Midwestern Vascular 2010 - the 34th Annual Meeting)

Abstracts may only be submitted electronically. We encourage you to submit your own work or to sponsor the work of a colleague. To submit your abstract, visit the Society's web page, www.mvss.org and point to Submit Abstract.

DEADLINE: Monday, May 3, 2010 (11:59 p.m. Central Time)

Revisions to abstracts already submitted will be accepted through 5:00 p.m. Central Time, Tuesday, May 4, 2010.

In addition to the regular free paper session, the Society will feature a Rapid Fire Session with selected rapid fire reports. This session is devoted to case studies, technique descriptions, and other topics amenable to a 5 minute presentation with less than 8 slides. Time limits and limited question and answer will be strictly enforced.

2010 MIDWESTERN VASCULAR SURGICAL SOCIETY SUBMISSION AND ACCME POLICIES:

ACCME REQUIREMENTS

ACCME Disclosure

Authors are required to complete the conflict of interest section when submitting an abstract.

Additionally, the submitting/corresponding author must address the following two questions upon submission of the abstract:

- What professional practice gap does this abstract address?
- How will this abstract influence change in competence, performance or patient outcomes?

(**A practice gap is the difference between actual and ideal performance and may include the difference between actual and ideal patient outcomes.)

ACCME Policy on Employees of Commercial Interests

Industry employees can be authors, but cannot be presenters if the content of the abstract relates to the business lines and products of its employer.

SVS POSTER SESSION

In conjunction with the Chair of the SVS Program Committee the following policy has been developed: An abstract submission accepted to the SVS poster session that has not been submitted as a paper to the *Journal of Vascular Surgery*® may be submitted for possible oral plenary presentation to the Midwestern Vascular Surgical Society. If the abstract has been selected for the SVS VAM poster session and has also been accepted to the plenary session of the Midwestern Vascular 2010, 34th Annual Meeting, the poster must be presented at the initial poster session of the VAM, but it will not be eligible for the SVS Plenary Session Poster Runoff: Championship Round. The paper will be presented at the plenary session of the Midwestern Vascular 2010, 34th annual meeting.

HOW TO SUBMIT ABSTRACTS:

If you have submitted an abstract to the Midwestern Vascular meeting using OASIS, please use the same login information. If this is your first time visiting the Midwestern Vascular Surgical Society abstract submission site, please select “[Click here to Create a new user Account](#)”. You will be prompted to enter your contact information, and to select a new login and password for use with the abstract submission system.

- Follow the instructions as requested by the program and complete all submission steps.
- To complete each step, make sure that you have entered information into all of the required fields and click the “Continue” button to save your work.
- Abstracts that do not adhere to the submission policy will not be confirmed as complete by the system. Only completed abstracts will be considered.
- When you have completed your work, click on the “review my work” link to verify that your submission is complete and appears the way you want to submit it.
- If requested, the Oasis Abstract System will send you a confirmation email once your submission is complete. Notification of acceptance will be mailed by June 15, 2010

PRESENTATION TYPES

You must indicate the presentation type as follows:

Free Paper Presentation Only

Rapid Fire Brief Report

Both Free Paper and ***Guthrie Award** - Basic Science Research

Both Free Paper and ***Szilagyi Award** - Clinical Research

Both Free Paper and ***Pfeifer Award** - Best Venous Paper

- **Rapid Fire Brief Reports:** Your abstract length should be in the form of a case study, technique descriptions or other topic amenable to a 5 minute presentation with less than 8 slides. Time limits and limited question and answer will be strictly enforced.

SUBMISSION REQUIREMENTS FOR AWARDS:

- **Guthrie, Szilagyi and Pfeifer Award Submissions:** An extended abstract, up to five (5) pages in length, saved as a Microsoft Word Document on a CD, along with a cover letter from a member of the Midwestern Vascular Surgical Society attesting to the Resident’s or Fellow’s status should be mailed to the Society’s offices by **May 10, 2010**. Please note that the extended abstract is required in addition to the on-line submission as these submissions are sent to a separate Review Committee.

ABSTRACT PREPARATION GUIDELINES:

TITLE PAGE

The title should be entered in **Title Case** and **bolded**. **DO NOT** use a period at the end of the title.

Example:

This is a Properly Formatted Title

*** Please note:** The abstract title will appear in all promotional efforts exactly as entered in the system. Therefore, it is critical that the instructions are followed as noted.

AUTHORS

The system will allow you to designate an author as a Primary Author. As such, this will be the main point of contact for information regarding this submission. Additional authors also may be entered and the system allows you to change the place that authors will appear in listings.

AUTHOR POLICY

It is the policy of the Midwestern Vascular Surgical Society that either the primary author or one of the co-authors of each abstract be a member of the MVSS. If you or any of the co-authors are not members of the Society, a member of the MVSS must sponsor your abstract. The MVSS will send all correspondence to the primary author or member sponsor regarding the submission. Abstracts submitted by non-members with no member sponsor noted, will not be considered.

Member Sponsors are required to forward a letter to the Society's Administrative Offices or upload the letter with your on-line abstract submission.

ABSTRACTS

When entering your abstract text, do not include title or authors in this text. After you enter the text of your abstract, click the Submit button to save your work. Once the Abstract text is saved, you will be given the opportunity to add a graphic or table to this submission.

IMPORTANT: No reference should be made in or on the abstract to the name of the authors or institutions. Failure to follow this guideline will result in the abstract being excluded from Review by the Program Committee.

REQUIRED ABSTRACT FORMAT AND STYLE GUIDELINES:

Rapid Fire Brief Reports: Your abstract length should be in the form of a case study, technique descriptions or other topic amenable to a 5 minute presentation with less than 8 slides. Time limits and limited question and answer will be strictly enforced.

Free Paper Submissions: Abstracts are limited to **2,000** characters maximum (50 characters minimum) which does not include title and graphics (spaces not counted) and structured as follows.

Objectives: A brief statement of the purpose of the study and the current state of research in the field.

Methods: The methods of study or experimental approach clearly, but briefly, defined.

Results: A summary of the results of the study, including sufficient details to support those conclusions. These may be presented in a brief table.

Conclusions: A statement concerning the significance of the work and its possible implications for future research.

- PowerPoint and Excel files cannot be uploaded in the system.
- If you do not maintain within with minimum or maximum character limit, the system will not accept your submission as "complete" and will show your submission as "incomplete" in the list of submitted abstracts.

ABSTRACT TEXT

- Do not include title or authors within the abstract text.
- Format in boldface type the Objective(s), Methods, Results and Conclusions.
- Do not use footnotes or references.

Options for entering text in the system:

- Enter your abstract text in the text box or upload a Word or WordPerfect document file directly into the system.

GRAPICS

Graphics may be uploaded to the system and should be submitted separately from the abstract text. Choose the graphic you wish to upload and then click the Continue button to send your file.

The recommended graphic size, to optimize resolution, is 2 inches wide by 3 inches tall and 300 DPI. Please note the graphic may appear large on screen, however it will be adapted for publication.

Supported formats *are limited* to GIF and JPG files.

Once the graphic is saved, the keyword `$$graphic_?$$` will be added to the end of your Abstract body. Afterwards, you may edit your abstract body and type `$$graphic_?$$` anywhere in the body that you wish your graphic to be placed.

TABLES

Tables are designed right in the system. Some tables that are too large or require too much text may not appear in the abstract correctly. Tables are limited to a maximum of 10 rows and columns.

FOR FURTHER INFORMATION AND INQUIRIES ABOUT THE ANNUAL MEETING/ABSTRACT SUBMISSIONS

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