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# Abstract Submission Instructions

## 2019 Educational Conference & Expo

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Nashville, TN

September 1 – 4, 2019

"ASCIP, Live from Nashville!"

Submission website open: December 1, 2018

Abstract Submission Deadline: January 18, 2019 Midnight, CST

Online submission only: <https://www.firmems.com/ascip>

### Submission Overview

- You do not need to be a member of the Academy to submit an abstract.
- Abstracts are intended to represent clinical practice, research or social policy content related to spinal cord injury or disease.
- Commercial content, product or service related advertisements are **not permitted**.
- The online system will accept submissions until midnight Central Standard Time on January 18, 2019.
- The Academy Program Committee, an interdisciplinary panel, will review and score all abstracts. In addition, abstracts will be reviewed and scored by members of the section boards, Academy Research Committee and a select group of interested members at large.
- **The Academy Program Committee reserves the right to decide on the date, time, and the format for all presentations. If you do not wish to accept the decision of the Program Committee with regard to the format of your presentation, you must notify ASCIP no later than May 15, 2019 to request a modification or allow the program to be adjusted and other submissions to be considered for acceptance.**
- Notifications of acceptance will be made by May 1, 2019.
- If an abstract is accepted for presentation, the presenter must register for the annual conference. **Registration fees are the responsibility of the presenter.** Registration will be open by May 15, 2019.
- Accepted abstracts will not be returned for editing or proofing. Authors are responsible for

ensuring that the text is accurate, concise, clear, and includes information about any sources of funding, if applicable.

- Individuals may submit more than one abstract.
- All submitted abstracts are required to meet CME/CE accreditation standards to be approved. They should reflect presentations that are fair, balanced and free of commercial bias.
- Upon acceptance, a copy of your slides or your handout must be submitted to ASCIP on or before July 31, 2019. The Academy will make a PDF version of the presentation/poster slides available to conference attendees, unless the presenter requests that the slides not be made public. All slides must use the ASCIP conference template and have a disclosure or lack of disclosure slide.

### **General Guidelines when Submitting an Abstract:**

1. Research abstracted must be based on **completed** research.
2. Abstracts on completed research must include data analysis.
3. Examples of general statements **not** accepted include: “The results of the study will be presented.” “The significance of the data will be discussed.”
4. In the text, an abbreviated word or term must be spelled out at first use with its abbreviation or acronym in parentheses.
5. Research abstracts to be considered for publication in JSCM should include elements for publication and where applicable: background, research design, methods, results and conclusions.
6. For interactive sessions, there is the availability to utilize an audience polling device for audience participation. Please identify in your abstract if you would like to utilize this feature.
7. In all cases, **patient anonymity must be protected in accordance with the HIPPA Privacy Law** .

### **For each abstract, you will need to submit/complete the following:**

**Only complete submissions will be considered.**

- Presentation Format: [\(See below for definitions\)](#)
- Primary Discipline: (ASCIP section or Interdisciplinary) Interdisciplinary presentations focus on topics that apply to multiple members of the rehabilitation team. In order to be considered interdisciplinary, your topic should be applicable to multiple ASCIP sections.
- Presentation Time Request: Identify desired time of presentation (15\*, 30-60, 60-90 minutes, NA Poster) *\*Note: Scientific research papers will be 12 minutes with 3 minutes for questions.*
- Number of Presenters
  - **The maximum number of presenters for each time period is:**
    - 1 presenter for 15 minute scientific research papers
    - 2 presenters for 30-60 minute sessions
    - 4 presenters for 60-90 minute sessions
- Contact Name and email for follow up correspondence
- Identify Primary Presenter
- Presenters/Authors: must include full names, credentials and affiliations [\(see example below\)](#)

- Trainee Status: Was the work completed while the LEAD author was a student or trainee?
- Session Title not to exceed 10 words (no abbreviations or acronyms)
- Identify if abstract is for Original Research
- Session Description/Abstract not to exceed 375 words
- Three measurable learning objectives using action verbs i.e. describe, explain, discuss, etc.
- Must include a bibliography with at least 5 recent (within 5 years) references.
- Identify all financial and non-financial support for all presenters
- Presenters Profiles: After you click “Submit Abstract” you will have the option to Add Additional Presenters. All PRESENTERS (not authors) must have a profile added here to include:
  - Brief biography- not to exceed 150 words
  - 2-year condensed CV (or NIH 2-page biosketch)

**Annual Conference Abstract Submission Presentation Formats** (see complete descriptions below for each type of submission)

1. Platform Presentation (Only)
2. Poster (Only)
3. Platform Presentation or Poster
4. Interdisciplinary Workshop (up to 4 presenters plus moderator, must have commitment from all presenters before submitting abstract)

### **1 - Platform Presentation (Only)**

- Platforms presented at other conferences or meetings will be considered, provided that the material has not been published as a full manuscript.
- All research-based platform presentation abstracts accepted for presentation at the annual conference will also be submitted for review, and upon acceptance, published in the Journal of Spinal Cord Medicine (JSCM).

#### Abstract Submission Requirements:

**Original research or case study/series** (Original research must include data collection and analysis and results at the time of abstract selection. Original Research does not include quality improvement, program development, clinical practice, policy, technology review etc.)

- **Objective:** Describe the purpose of your abstract here.
- **Design:** Describe how you completed data collection for your research/presentation here.
- **Participants/methods:** Describe who was involved in the study and how it was carried out here.
- **Results:** Explain the analysis and results of your research/presentation here.
- **Conclusion:** Summarize the key(s) point here.
- **Support:** Please list financial support in sentence form.

#### **Non-research focused:**

- Purpose
- Brief background of issue/topic including pertinent research/evidence based-outcomes
- Significance for SCI practice
- Conclusion/Summary statement
- Support: If applicable please list financial support in sentence form.

### **2 – Poster (Only)**

- A poster is a visually formatted presentation of a topic using charts, graphs, illustrations, and photographs to supplement a written narrative.
- The topic may be clinically or research-based, or describe new techniques, procedures, or technologies. It provides a visual forum for one-on-one discussion with the presenter.
- **The presenter must be available at a designated time, as specified in the program, to discuss information with conferees.**
- Posters will also be available for viewing throughout the meeting.
- Reference to equipment, devices or pharmaceutical products must use the correct manufacturer, trade, and generic names.
- Upon acceptance, your poster must be built on the template provided by the Academy. The poster will be printed and delivered to the conference by the Academy. Upon completion of the conference, the poster may be taken home by the presenter.
- Appropriate acknowledgements for financial support must be declared.

Abstract Submission Requirements:

**Original research or case study/series** (Original research must include data collection and analysis and results at the time of abstract selection. Original Research does not include quality improvement, program development, clinical practice, policy, technology review etc.)

- **Objective:** Describe the purpose of your abstract here.
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- **Participants/methods:** Describe who was involved in the study and how it was carried out here.
- **Results:** Explain the analysis and results of your research/presentation here.
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- **Support:** Please list financial support in sentence form.

**Non-research focused:**

- Purpose
- Brief background of issue/topic including pertinent research/evidence based-outcomes
- Significance for SCI practice
- Conclusion/Summary statement
- Support: If applicable please list financial support in sentence form.

**3 - Platform Presentation or Poster-** follow the directions for both sections above.

**4 – Interdisciplinary Workshop**

- The **Interdisciplinary workshop** is an integration of theories, concepts and findings relevant to multiple professions represented at ASCIP. Presentation content should focus on a central theme. Workshops incorporating multiple professional disciplines is highly encouraged.
- Sessions may be scheduled for 60 to 90 minutes and involve up to 4 presenters, plus a moderator.
- The moderator, who organizes the workshop, must obtain a commitment from all presenters to register for and attend the annual conference prior to submitting an abstract.
- Workshops often provide an ongoing interface between presenter(s) and the audience, and may include hands-on demonstration of techniques.

Abstract Submission Requirements:

Information should include:

- Summary of themes applicable to multiple disciplines
- Expanded discussion of learning objectives of interdisciplinary workshop
- Outline of issues/subjects to be discussed
- If applicable, information regarding a report on a study, including design, follow-up and outcomes should be included.

### **Full Author/Presenters List (Examples):**

- All information submitted here is REQUIRED to contain full names, credentials, and affiliations. Superscripts must be used to identify affiliations/institutions. **LIST ALL PRESENTERS AND AUTHORS AS SHOWN HERE:**

Steven Kirshblum, MD<sup>1</sup>; Sigmund Hough, PhD<sup>2,3</sup>; Lisa Beck, RN, CNS<sup>4</sup>, Elaine Rogers, PT, ATP<sup>5</sup>

<sup>1</sup>Kessler Institution for Rehabilitation, West Orange, New Jersey, <sup>2</sup>Harvard Medical School, Boston Massachusetts, <sup>3</sup>VA Boston Healthcare System, Boston, Massachusetts, <sup>4</sup>Mayo Clinic, Rochester, Minnesota, <sup>5</sup>VA Puget Sound Healthcare System, Seattle, Washington

- You will be REQUIRED to submit a short biography and C.V. for all PRESENTERS after completing this submission page. Additional authors are not required to submit profiles.

### **Poster and Trainee Recognition for Research Awards**

The Academy Research Committee (ARC) will be offering FOUR trainees/residents/interns\*\* - one from each discipline of ASCIP (APS, PSWC, SCIN, TLC) - the opportunity for a 10-minute plenary presentation on his or her research at this annual event. Five minutes will be reserved for audience questions and discussions after each presentation. There will also be a total of EIGHT poster awards (THREE of which are presented to non-trainees). Presenters and topics will be listed in the conference program and certificates will be awarded to each presenter. If an abstract is chosen as a platform presentation award, it will not be eligible for poster award.

*\*\* Must be actively engaged in a matriculated academic program, have a course load greater than or equal to 50% full time, and are not working full time. Also includes residents and/or fellows who have expressed interest in SCI/D.*

#### **Eligibility for Trainee Awards:**

- Research must have been conducted as a trainee (undergraduate or graduate) from any discipline associated with our organization within the past 5 years.
- Mentorship must be recognized in the presentation.
- One trainee will be selected to present for each discipline within ASCIP.
- Designate on abstract system that you are eligible for trainee awards.

#### **Available awards:**

- ASCIP Best Empirical Research Poster Award
- ASCIP Best Clinical Demonstration Poster Award
- ASCIP Diversity Poster Award
- POSTER for Best Clinical Practice, PSWC Trainee (Adcock).

- POSTER for Best APS Trainee (research, clinical practice or diversity)
- POSTER for Best PSWC Trainee (research, clinical practice or diversity)
- POSTER for Best SCIN Trainee (research, clinical practice or diversity)
- POSTER for Best TLC Trainee (research, clinical practice or diversity)
- PLENARY PRESENTATION: Best APS Trainee Poster (research)
- PLENARY PRESENTATION: Best PSWC Trainee Poster (research)
- PLENARY PRESENTATION: Best SCIN Trainee Poster (research)
- PLENARY PRESENTATION: Best TLC Trainee Poster (research)

**Questions/Contact information:**

If you have any program questions contact: Samantha Adams – 2019 Academy Program Committee Chair  
[adamsgirlsam1@gmail.com](mailto:adamsgirlsam1@gmail.com)

If you need TECHNICAL ASSISTANCE for the online system contact: Kim Ruff - [kruff@firminc.com](mailto:kruff@firminc.com).