# 20TH ANNUAL MEETING

1985-2005

NORTH AMERICAN SPINE SOCIETY

## NORTH AMERICAN SPINE SOCIETY

September 27-October 1, 2005
Pennsylvania Convention Center
Philadelphia

## CALL FOR ABSTRACTS
### DEADLINE:
### JANUARY 11, 2005
### 11:59 PM EST

## YOU ARE INVITED...

to submit abstracts for the NASS 20TH ANNUAL MEETING in Philadelphia, PA, September 27-October 1, 2005.

Please read the following instructions carefully or your abstract may be sent back to you for additional editing which could delay the review and notification process.

## ON-LINE SUBMISSION ACCESS

1. You may access the on-line submission site via a link on the NASS Web site at www.spine.org. Click the link for Abstract Submission.

2. In order to log onto the Community of Science (COS) Expertise Database, you must have a user name and password.
   - You do not have to be a NASS member to submit an abstract. The user name and password to submit an abstract is **not** the same as the NASS member ID and password.
   - If this is your first time submitting an abstract on-line for a NASS meeting and you do not have a user name and password for the Community of Science Expertise Database, please click the "Create a New Account" link on the login page. After you select a username and password, you will be able to access the system.
   - As you create a new account, the system will alert you if an existing account is detected. If you are unsure if you have an account already or if you have forgotten a previous user name and password, contact the COS Help Desk. Note: If you have an existing profile in the COS Expertise database, please use your existing user name and password. **Please do not create multiple accounts.**
   - If you have changed institutions, you may still use your previous user name and password, but please take a moment to update your profile.

   - NASS staff are unable to assist with user name and password inquiries for the COS database. Contact the COS Help Desk for these inquiries.

3. If you require assistance to log in or experience difficulties during any step of the submission process, please review the FAQs or contact the COS Help Desk by clicking on the links found on the login page or at the top of each page of the Web site. Each step within the system provides step-by-step, easy to follow instructions.

## SUBMISSION DEADLINE

All abstracts must be submitted by Tuesday, January 11, 2005, no later than 11:59 PM EST. Abstracts received after that time will not be considered.
***NO EXCEPTIONS WILL BE MADE.***

## SUBMISSION GUIDELINES

- Abstracts may only be submitted on-line through the NASS Web site at www.spine.org.
- All abstracts must be submitted in English.
- An abstract may only be submitted once.
- If an abstract is not accepted for presentation as a paper, it is possible it may be accepted instead as a poster. The final determination is at the discretion of the Program Committee. The presenting author must be prepared to attend the meeting to display their poster or send someone in their place.
- All accepted abstracts will be published in a supplemental issue of *The Spine Journal™,* the official proceedings for the NASS Annual Meeting.
- No abstract will be considered with deferred outcome data. If data is to be presented, it must appear in the original abstract. Furthermore, data entered into the abstract database is not accessible by the authors and cannot be changed after the Web site has closed at 11:59 PM EST, January 11, 2005.
- You will be required to enter all authors with complete addresses, phone and fax numbers, e-mail addresses and credentials. Authors not listed will be omitted from published materials. Please ensure that all e-mail addresses are accurate as it is the only method of communication.
- It is a condition of publication that abstracts submitted to NASS have not been published, and will not be simultaneously submitted or published elsewhere. Publication of a full manuscript in *The Spine Journal™* does not preclude presentation in the Annual Meeting program. Publication (not presentation) of your abstract elsewhere will make it ineligible for presentation at the NASS Annual

Meeting. You must indicate whether this material was presented within the last 12 months. If so, at what meeting/forum and when? This information will be shared with the Program Committee.

- Do not indent paragraphs or use hard returns within a paragraph or list items (ie, hit the enter key twice).
- Acronyms and other abbreviations should first be defined and then remain consistent throughout the abstract.
- All images and figures must have descriptive titles.
- Though not usually necessary, a limited number of references may be included if they do not add unduly to the length. However, others' research used in your study should be acknowledged during your presentation. Personal communications and unpublished data should be mentioned in the text in parentheses rather than being included in the reference list. References do not count toward the final character count. Authors are responsible for the accuracy and completeness of references.
- Presenters may **not** use their abstract to market products or services. Use product-based names only when necessary. Use generic names wherever possible.
- Edit for spelling, punctuation and grammatical errors prior to submission. Enter your title and text using sentence case. **Do not** use all uppercase. **Abstracts will not be edited for any reason, please submit final drafts only.**
- If the entering author wants other authors to edit an abstract once it is in COS, the entering author must assign editing privileges to those authors.
- Once an abstract is accepted, additional authors may not be added.
- A Program View (how your abstract will look in the Proceedings) is available at the end of the submission process. Print a hardcopy, save an electronic copy for your files, as well as your tracking ID number.
- Abstracts may be edited after completing the initial submission step but only until the deadline of 11:59 PM EST on Tuesday, January 11, 2005.
- **Keep your username and password readily available in case you need to access the COS database for any reason.** After the Program Committee makes their decision, all authors will be notified that COS has been reopened to check the status of their abstract(s).

## SUBMISSION SPECIFICATIONS
### Author Information:
- **Do not enter information in all upper case.** Capitalize only the first letter of the first name, middle initial and last name.

- *Suffix* is defined as Jr., Sr., III, etc. Do not add credentials or titles under the suffix heading.
- *Credentials* are defined as MD, DO, RN, PT, etc. Do not add suffixes or specialty titles under this heading. Please use the dropdown list to enter all credentials for authors. If credentials are not chosen from the list they will not appear in the printed materials. NASS staff will **not** add the author's credentials.
- All authors are required to provide Conflict of Interest and FDA disclosures information in order to complete the submission process.
- List all authors associated with the abstract including each author's contact information. **Accurate e-mail addresses must be included for each author, as this will be the only method of contact.**
- The author information will appear in the program materials as entered into the database. If you are entering an abstract for an author and do not wish to have your name listed in the program, simply click the "Author Order" drop down box, select "Not Displayed" and check the "Entered By" box under "Author Role."
- **Very Important: Enter all authors into the database in the order you wish them to appear on all printed materials.** *NASS will not assume responsibility for information entered inaccurately. The person entering the abstract is responsible for the accuracy of all information being entered on behalf of all authors.*
- If entering an institution for an author, list the address of the institution and not the author's home address. If you prefer to use a home address, do not list an institution. In program materials, city and state (country if outside the US) are listed with the author names.

### Title:
- **Do not enter the title in all upper case.**
- The title should have no more than 200 characters, which include all letters, spaces **and** punctuation.

### Abstract:
- In the abstract text, include the following information:
  - Background Context
  - Purpose - State the purpose of the study—the question asked and why.
  - Study Design/Setting

- ◆ Patient Sample
- ◆ Outcome Measures (must be included in clinical studies)
- ◆ Methods - Describe the methods used to seek the answer.
- ◆ Results - Summarize the findings.
- ◆ Conclusions - Define the overall significance of the findings.
- The text of the abstract should have a total character count of no more than 3,500 (each letter, space and punctuation mark counts as one character – **images and figures also count toward the final character count of the abstract**).  The system is set to notify you if you exceed the character limit.  If you do, the system will not allow you to proceed with the final submission step without first modifying your abstract to meet the character limit.
- In addition to text, you may imbed figures into your text.  Detailed instructions for imbedding figures are available under the "Title & Abstract Text" step when entering the abstract.  **Figures need to be high resolution – the higher the dots per inch (dpi), the better.**  Each time a figure is transmitted through e-mail it is compressed.  Using an e-mailed image will reduce the dpi resulting in a poor quality image in its final printed form.  If at all possible, upload all original images.  **Remember figures will count against the total character limit.**  Please provide descriptive titles for each figure.
- To make sure your abstract is reviewed appropriately, you will need to choose a subject category.  If the Program Committee feels your abstract would be better assigned to a different category, they may at their discretion reassign the abstract to a different category.  Acceptance or rejection of your abstract is not based on the subject category, but the actual quality of the abstract.  The submission categories are:
    1. Anatomy/Physiology
    2. Biomechanics/Basic Science
    3. Diagnostics/Imaging
    4. Epidemiology
    5. Ergonomic/Industrial
    6. Nonoperative Treatment (select a subcategory)
      - ▪ Exercise Therapies/PT Modalities
      - ▪ Medications/Injections
      - ▪ Psychosocial
      - ▪ Chronic Pain/Functional Restoration
    7. Surgery (select a subcategory)
      - ▪ Cervical Surgery
        - ➢ Trauma
        - ➢ Infection
        - ➢ Degenerative
        - ➢ Deformity
        - ➢ Tumor
      - ▪ Thoracic Surgery
        - ➢ Trauma
        - ➢ Infection
        - ➢ Degenerative
        - ➢ Deformity
        - ➢ Tumor
      - ▪ Lumbar Surgery
        - ➢ Trauma
        - ➢ Infection
        - ➢ Degenerative
        - ➢ Deformity
        - ➢ Tumor
      - ▪ Surgical Complications
      - ▪ New Surgical Technologies

## DISCLOSURE INFORMATION

Conflict of Interest and FDA disclosures are required by all authors before an abstract will be accepted in the COS database.  If a conflict of interest exists, be sure to include the name of the organization/company.

**Conflict of Interest Disclosure:**

This activity is being planned and implemented in accordance with the Essential Areas and Policies of the Accreditation Council for Continuing Medical Education (ACCME).  The North American Spine Society is accredited by the ACCME to provide continuing medical education for physicians.

As a sponsor accredited by the ACCME, we must ensure balance, independence, objectivity and scientific rigor in all individually or jointly sponsored educational activities.  All faculty participating in a sponsored activity are expected to disclose to the audience any significant financial interest (greater than $500) or other relationship that may be perceived as existing (1) with the manufacturer(s) of any commercial product(s) and/or provider(s) of commercial services discussed in an educational presentation, and (2) with any commercial supporters of the activity.

The intent of this disclosure is not to prevent a speaker with a significant financial interest or other relationship from making a presentation, but rather to provide listeners with information on which they can make their own judgments.  It remains for the audience to determine whether the speaker's interests or relationship may influence the presentation with regard to exposition or

conclusion. Audience members will be asked to evaluate presentations with regard to commercial bias. The North American Spine Society does not view the existence of these interests or commitments as necessarily implying bias or decreasing the value of your participation.

If something of significant value (greater than $500) has been received by any author or a relationship exists or may be perceived as existing between any author and any commercial entity related to the abstract topic, a notation will be made in the meeting materials (ie, Final Program/Proceedings) stating the nature of the relationship.

Research funding information must include the source of funding (ie, Federal/State Agency, Nonprofit Foundation or Commercial Entity) and funding/grant numbers where applicable.

*ACCME requirements for conflict of interest disclosure are applicable to faculty relationships that are in place at the time of the activity or were in place in the 12 months preceding the activity.*

### FDA Disclosure:
If a device or drug requiring FDA approval is identified as an important component of your presentation, you must indicate the FDA status for its use, as it will be discussed in this presentation. You will be required to provide the name of the devices and/or drugs in your presentation requiring FDA approval, along with the status of "Approved for this indication," "Approved but not for this indication" or "Investigational/Not Approved for use as discussed in the presentation." This information will be listed with the abstract in the Final Program and Proceedings.

## QUESTIONS?
- COS Help Desk – questions related to user names and passwords. There are links to the Help Desk on the sign-in screen and every page throughout the COS system. The Help Desk hours of operation are weekdays between 8:30 AM -5:00 PM EST. The Help Desk may also be reached by calling (410) 563-2595, ext. 302. *Please note:* Depending on the volume of requests the Help Desk receives, there could be a 24-48 hour delay in receiving a response.
- Karly Senesac, NASS Education Assistant – phone (708) 698-5043 or by e-mail senesac@spine.org – any other inquiries.

## ABSTRACT REVIEW PROCESS
- Abstracts will be read in a blind fashion with no reference to authors or institutions to ensure fairness.
- Abstracts are reviewed by no fewer than seven (7) peer reviewers. Each abstract will be graded based on scientific merit and originality.

## POLICIES
- NASS reserves the right to withdraw an abstract at any time.
- Presenters of the accepted abstracts must register for the meeting and are responsible for their own travel expenses as well as the meeting registration fee.
- All presenters must adhere to the AMA Code of Medical Ethics, Opinion 8.061, "Gifts to Physicians from Industry" More information may be found at www.ama-assn.org/go/ethicalgifts.
- Authors will be listed in the Preliminary Program, Final Program and Proceedings Book in the order entered in the abstract database. Failure to list all authors will result in names being omitted from published material.
- NASS will not assume responsibility for information entered inaccurately into the COS abstract database. The person entering the abstract is responsible for the accuracy of all information being entered on behalf of all authors of an abstract.
- All recommendations involving clinical medicine must be based on evidence that is accepted within the profession of medicine as adequate justification for their indications and contraindications in the care of patients.
- All scientific research referred to, reported or used in support of justification of a patient care recommendation must conform to the generally accepted standards of experimental design, data collection and analysis.

## WITHDRAWAL OF AN ABSTRACT
- To withdraw an abstract, the presenter must notify the North American Spine Society in writing, prior to the end of review, March 12, 2005.
- **Once an abstract has been accepted for the Annual Meeting Program it may no longer be withdrawn.** Prior to submitting your abstract(s), please ensure you and/or one of your team of authors has secured proper funding sources in order for you or one of the co-authors to present at the meeting. If a request for withdrawal is received after acceptance into the program and no replacement

presenter is found, you will be listed as "unable to present" in the final program.

- Persons submitting an abstract to NASS are doing so with the understanding of the above policies and that they will abide by the conditions, deadlines and decisions of the 20th Annual Meeting Program Committee.

## ABSTRACT DISPOSITION NOTIFICATION

COS, the on-line submission program, will automatically send a confirmation of receipt once the abstract is submitted. This confirmation will be sent via e-mail to the person listed as the entering author. At the time of submission, please ensure e-mail addresses are accurate as this is the only way you will be contacted regarding the status of your abstract.

On or before March 12, 2005, NASS will send selection results following peer review to the person listed as presenter via e-mail only. You will need to have your username and password to go back into the COS database to access the status of your abstract.

If you move to another location, please notify NASS of the address change. Contact Karly Senesac at (708) 698-5043 or by e-mail at senesac@spine.org to update your contact information.

## OPPORTUNITY FOR PUBLICATION!

Authors of all abstracts accepted for presentation at the NASS 2005 Annual Meeting will be contacted by *The Spine Journal*™ and given the opportunity to submit a full manuscript for expedited review and consideration for publication. Instructions for authors may be found on the NASS Web site at http://www.spine.org/forms/ TSJ_instructions_disclosure.pdf, or call Joy Kenyon, Managing Editor, at (708) 588-8079.

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## DEADLINE
All submissions must be received no later than 11:59 PM (EST), January 11, 2005. Log on to the NASS Web site now to submit your abstract!
www.spine.org