ARRS Abstract Submission site:

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<td>Opens</td>
<td>July 1, 2017</td>
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<td>Closes</td>
<td>September 15, 2017, by 5:00 p.m. (Eastern Time)</td>
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Abstract Submission Instructions: Please read carefully before beginning the submission process. There are significant changes to this year’s submission site.

To ensure that your abstract is submitted correctly, please read and follow all instructions. We recommend that you proceed through the program in a step-by-step fashion, carefully completing each screen in turn.

- A status bar located at the top of each abstract entry page will guide you through the submission process. ‘My Abstracts’ will return you to your initial abstracts listing page.

- In order to use the 2018 ARRS Abstract Submission Program, you must use your ARRS login and password to create a User Profile on the submission site. Note that you will use your primary login and password that you use when accessing ARRS’s main website, http://www.arrs.org. Only the submitting author has access to the submitted abstract.

- If you do not currently have an ARRS account, you will need to create one. Click on the Create Account button on the Abstract Submissions Program page to create an account.

- Enter all requested information on the designated pages of the submission program.

- Once you have reached the abstract summary page, you may click the “Submit Abstract For Review” button to indicate that the abstract is ready for review. The Submitting Author can modify abstract information and the author listing at any time before the submission deadline (September 15, 2017 by 5:00 PM, EST) - even if he/she has marked the abstract as completed and ready for review. All edits (including changes to the author listing) must be made by the September 15 submission deadline.

- Once an abstract has been submitted, a confirmation e-mail will immediately be sent to ALL authors listed on the abstract. The confirmation e-mail will include the abstract information and will indicate that the abstract is ready for review. If the submitting author does not receive a confirmation e-mail, he/she should verify his/her e-mail address in his/her user profile.

- Disclosures: ALL authors (the Submitting Author and all listed co-authors) must submit an electronic disclosure form by the September 15 deadline BEFORE the abstract will be reviewed. Log onto the following site to access the online ARRS disclosure form: http://arrs.org/disclosures

Abstract Category Types: Please note the following definitions when selecting your abstract type:

- Oral Presentations will be presented at the ARRS annual meeting. Accepted abstracts will be grouped for presentation in scientific sessions on similar topics. Oral presentation abstracts are based upon completed hypothesis-driven research, with a detailed report, or a work-in-progress report of ongoing research of new ideas and techniques. The designated Presenting Author must attend the ARRS 2018 Annual Meeting to present their material at the conference.
**Scientific Electronic Exhibits**: Scientific electronic exhibit abstract submissions should be a summary of work done. Specific data are essential. Please do not include tables or charts. These exhibits are based upon completed hypothesis-driven research, with a detailed report, or a work-in-progress report of ongoing research of new ideas and techniques. A scientific electronic exhibit should be digestible within a time span of no more than 15 minutes by a viewer familiar with the subject.

**Educational Electronic Exhibits** are meant to teach or review radiologic signs (with pathologic correlation), procedures, techniques, treatment options, and interventions or other aspects related to the practice of imaging and should also list teaching points and educational goals. An educational exhibit should be digestible within a time span of no more than 15 minutes by a viewer familiar with the subject. Please do not include tables or charts.

**REMINDER**: “Five Content-Related Slides” Criteria: In an effort to maintain a high level of quality, abstracts submitted for consideration as educational electronic exhibits must include five content-related slides. Slides should provide a ‘synopsis’ of the exhibit, giving the author the opportunity to demonstrate their ability to create a succinct and concise PowerPoint presentation based on the submitted abstract material. Please adhere to the following guidelines:

- Maximum number of slides: 5 slides
- **Include no more than 2 images**
- Place the abstract title at the top of the first slide
- **Animation and/or video is not allowed**

To ensure an unbiased review, please do **NOT** include the following:
- Author names
- Institution names or logos
- Disclosure information

Important: A decision regarding acceptance of the abstract will depend on the review of both the abstract and the slides. Please note that a 5-slide PowerPoint presentation is only applicable to the Educational Electronic Exhibits.

**Preparing your abstract:**

- The text of each abstract should not exceed 3100 characters (including spaces and punctuation).

- **Abstract text should NOT be entered in all capital letters. Submissions in all capital letters will not be considered.**

- All acronyms should be spelled out on the first mention with the acronym provided in parenthesis. For example, **American Roentgen Ray Society (ARRS)**. After the first mention, acronyms may be used.

- Please note that trade names should not be used in the title or text of abstracts. When it is necessary to identify a device or drug, please provide the name of the device or drug with the manufacturer in brackets. Abstract submissions must give a balanced view and provide information on all competitors when possible.
Each abstract should include four paragraphs devoted sequentially to the following:

**Oral Presentation and Scientific Electronic Educational Electronic Exhibit Submissions:**

1. Object or purpose of study
2. Materials, methods and procedures
3. Results
4. Significance of the conclusions

1. Background information/purpose
2. Educational goals/teaching points
3. Key anatomic or pathophysiologic issues, imaging findings or imaging technique
4. Conclusion

All abstracts submitted for consideration will be reviewed by the ARRS Abstract Review Subcommittee. Abstracts will be accepted based on the scientific and educational value of the work and the space and time available for presentation. Notification of acceptance or decline will be e-mailed to all authors in:

- October 2017 Educational and Scientific Electronic Exhibits
- November 2017 Oral Presentations

**Electronic Exhibit PowerPoint Presentations:**

If your electronic exhibit is accepted for presentation at the ARRS 2018 Annual Meeting:

- The exhibit PowerPoint upload site will open on October 24, 2017. You will have 7-1/2 weeks to successfully upload your PowerPoint file.
- The exhibit PowerPoint upload site will close on December 14, 2017 at 5:00 PM (Eastern Time). All completed PowerPoint files must be successfully uploaded by this deadline. This is an absolute deadline - no exceptions or extensions.
- Electronic presentations must be created, using Microsoft PowerPoint™.
- Only MPEG4 (.mp4) video files will be accepted.
- Uploaded PowerPoint exhibits are reviewed and considered for awards.

**Note that presenters of accepted oral abstracts must register for the meeting in order to present their abstract.** Members of the ARRS receive a significant discount in registration fees. If you are not currently a member of the ARRS, you can apply for membership.

Any questions regarding the ARRS abstract submission process should be directed via e-mail to Laura Mishler at LMishler@arrs.org.