

Abstract Submission Guidelines and Instructions

**University of Utah
Department of Anesthesiology
Research Conference
April 29th, 2017**

**Natural History Museum of
Utah
Salt Lake City, UT**

**Submission Deadline:
Tuesday, March 1, 2017 (11:59 pm Pacific)**

Issued: Tuesday, January 17, 2017

Abstract Submissions for the Research Symposium

Please read the following instructions before preparing and submitting your abstract for review.

I. **Deadlines, Format and Publication:**

A. Submission Deadline:

Submissions must be entered no later than **Tuesday, March 1, 2017 at 11:59 pm Pacific Time.**

B. Submission Confirmation Notification:

Receipt of all completed submissions will be acknowledged by an email from the abstract committee administrator. You will receive an email confirmation for each completed abstract submission.

C. Author Notifications:

The presenting author will be notified by March 31, 2017 with the status of their abstract submissions.

D. Submission Format:

All abstracts must be submitted using the online submission site to ensure that all abstract materials including formatting, tables, graphics and scientific characters are correctly received.

You may submit additional abstracts using the "Create" button. To edit an existing abstract, click on the abstract title. You may also view, print, or withdraw an existing abstract. Once you have entered an abstract into the system, you may return to the site and login at any time to edit the abstract up until the submission deadline, **Tuesday, March 1, 2017 at 11:59 pm Pacific Time.**

Posters should not be more than 45 inches wide and 63 inches tall. Smaller posters are acceptable.

II. **CME Disclosure Information:**

A. Accreditation: The University of Utah School of Medicine is accredited by the Accreditation Council for Continuing Medical Education (ACCME) to provide continuing medical education for physicians.

B. AMA Credit: The University of Utah School of Medicine designates this live activity for a maximum of 7.5 AMA PRA Category 1 Credit(s)[™]. Physicians should claim only the credit commensurate with the extent of their participation in the activity.

C. Disclosure: None of the faculty or planners or anyone in control of content for this continuing medical education activity have any relevant financial relationships since the content does not cover any products/services of a commercial interest; therefore, there are no relevant financial relationships to disclose.

D. Nondiscrimination and Disability Accommodation Statement

The University of Utah does not exclude, deny benefits to or otherwise discriminate against any person on the basis of race, color, national origin, sex, disability, age, veteran's status, religion, gender identity/expression, genetic information or sexual orientation in admission to or participation in its programs and activities. Reasonable accommodations will be provided to qualified individuals with disabilities upon request, with reasonable notice. Requests for accommodations or inquiries or complaints about University nondiscrimination and disability/access policies may be directed to the Director, OEO/AA, Title IX/Section 504/ADA Coordinator, 201 S President's Circle, RM 135, Salt Lake City, UT 84112, (801) 581-8365 (Voice/TTY), (801) 585-5746 (Fax).

III. **Responsible Conduct of Research:**

Following are the standards for Responsible Conduct of Research. The University of Utah will not consider any abstract that does not follow these rules.

The name of the research ethical review committee varies with country and local custom. In the United States, the committee is called the IRB. Other countries may use other terms for their research ethical review committee, such as "Research Ethics Committee." Some institutions refer to the board that reviews animal studies as the "Animal Care and Use Committee." In this document, "IRB" is used generically to refer to the local board that reviews the ethical treatment of human or animal experimental subjects and grants institutional approval for the study.

A. Human Subjects:

Regardless of the country of origin, all clinical investigators describing human research must abide by the Ethical Principles for Medical Research Involving Human Subjects outlined in the Declaration of Helsinki, and amended in October 2013 by the World Medical Association. This document can be found at <http://www.wma.net/en/30publications/10policies/b3/>. Investigators are encouraged to read and follow the Declaration of Helsinki. Abstracts describing clinical studies not meeting the Declaration of Helsinki criteria will not be considered for publication. If a published abstract is subsequently found to be noncompliant, it will be withdrawn or retracted. Human subjects should not be identifiable. Do not disclose patients' names, initials, hospital numbers, dates of birth, or other protected health care information.

Retain copies of your IRB approval and documentation of written informed consent from each study subject. These documents may be required to address questions about IRB approval and study conduct.

The University of Utah fully supports the U.S. Department of Health & Human Services Guidelines. The guidelines can be downloaded from <http://www.hhs.gov/hipaa/for-professionals/privacy/special-topics/de-identification/index.html#standard>.

B. Animal Subjects:

Abstracts that describe investigations performed in vertebrate animals must explicitly state that the study was approved by the authors' IRB for animal research (e.g., the Institutional Animal Care and Use Committee). IARS, AUA and SOCCA expect humane and ethical treatment of all experimental animals and that the study was conducted in a manner that does not inflict unnecessary pain or discomfort upon the animal, as outlined by the United States Public Health Service Policy on Humane Care and Use of Laboratory Animals and the Guide for the Care and Use of Laboratory Animals amended in August 2002,

and prepared by the National Academy of Sciences' Institute for Laboratory Animal Research. To view the guidelines, click this link: <http://grants.nih.gov/grants/olaw/references/phspol.htm>.

IV. Abstract Body Criteria:

- A. **Title:** Create a title that states a clear reflection of the abstract content. If animals were used in your work, they must be included within the title of your abstract.
- B. **References:** Provide references in the number in the order in which they appear in the abstract. Only the name of the publication, volume, page number, and year need to be cited.
- C. **Introduction:** Provide a brief introduction on the purpose of the study. What is known about the problem addressed by the research, what remains unknown, and how does your research project fill knowledge gaps?
- D. **Methods:** Provide clear statements in the following areas: research design; research setting; number of patients enrolled in the study and how they were selected; a description of the intervention (if appropriate); and a listing of the outcome variables and how they were measured. Finally, describe the statistical methods used to analyze the data.
- E. **Results:** Begin this section with a description of the subjects that were included and excluded from the study. For those excluded, provide the reason for their exclusion. Next, list the frequencies of the most important outcome variables. If possible, present comparisons of the outcome variables between various subgroups within the study (treated vs. untreated, young vs. old, male vs. female, and so forth). If this type of data would be efficiently presented in a table, include a table in the Images/Charts section of the submission process.
- F. **Conclusions:** Summarize the conclusions supported by the data presented in the abstract and further implications of the study.
- G. **Language Requirement:** Your Abstract should be submitted in English, be well written and clear (and proofed) and easy to comprehend by the review panel.

In addition to the above criteria, your abstract submission(s) will be reviewed by a panel of expert reviewers on:

- H. **Originality:** Were novel concepts or approaches used? Does the abstract challenge existing paradigms or develop new methodologies or technologies?
- I. **Scientific Merit:** Does the abstract address an important problem? How was scientific knowledge advanced? Does the study have clinical relevance?
- J. **Quality of Research Design and Data Analysis:** Is the study design clearly described? Are issues of reliability and validity of the measures addressed? Are the statistical analyses appropriate for the study design?
- K. **Conclusions:** Are conclusions clearly stated? How well are the conclusions justified by the data?

V. Abstract Categories

Following are the anesthesia subspecialty categories available for abstract. You must select one primary and one secondary category with your submission.

A. Primary Categories:

- Neuroscience
- Big Data

B. Secondary Categories:

- Airway Management

- ◊ Ambulatory Anesthesia
- ◊ Anesthetic Pharmacology
- ◊ Blood Management
- ◊ Cardiovascular Anesthesiology
- ◊ Critical Care
- ◊ Economics, Education and Policy
- ◊ Geriatric Anesthesia
- ◊ Global Health
- ◊ Liver
- ◊ Neuroscience in Anesthesiology and Perioperative Medicine
- ◊ Obesity
- ◊ Obstetric Anesthesiology
- ◊ Pain Mechanisms
- ◊ Pain Medicine
- ◊ Patient Safety
- ◊ Pediatric Anesthesiology
- ◊ Perioperative Anesthesia
- ◊ Regional Anesthesia
- ◊ Sleep Medicine
- ◊ Technology, Computing and Simulation, Equipment Monitoring
- ◊ Translational / Bench Science
- ◊ Trauma

VI. Abstract Award Information

If you would like your abstract to be considered for an award, be sure to answer yes to this question when submitting your abstract.

The top 16 abstracts will be selected by an expert panel of reviewers to present at the Research Symposium on Sunday, April 29th. An expert panel will judge the abstract posters presented and choose the first, second and third place posters. The top poster author will be awarded \$500. Two runners up will be awarded \$250 each.

Accepted abstracts not invited to present at the Research Symposium will be included in the program and posted online.

Posters should not be more than 45 inches wide and 63 inches tall. Smaller posters are acceptable.

VII. Abstract Submission Formatting Requirements:

A. Abstract Submission Limit:

There are no restrictions on the number of submissions you may submit or on the number of submissions that may be accepted for presentation.

B. Character Limit:

The abstract body text must be a minimum of **700 characters** and may not exceed **3,000 characters**. The institutions, abstract title, author listing, references, spaces, and any images/charts are **NOT** included in the character count. The system will display your character count usage as you complete your submission.

C. Title and Body:

The title should be entered in proper case. Do not put your title in quotation marks. Do not use formatting tags in the title (with the possible exception of the lowercase tag). Please specify any animals used in your work within the title of your abstract. You may copy and paste your submission body into the appropriate sections. If you reference tables, charts, graphs and images, please include this data with your abstract submission. Medically Challenging Case Report entries should substitute a review of their Case Report in place of Methods.

D. Special Characters and Formatting:

If you copy and paste the title and/or body of your submission from your original file, special characters should transfer, but formatting will not transfer. For best results, copy from text and not a Word document.

E. Images/Charts:

Charts may be created or uploaded in the Images / Charts step of the submission process. There is a limit of three (3) images or charts per abstract.

F. Authors:

Please enter all authors in the order they should appear in the heading of the abstract. Please note: The maximum number of authors allowed for an abstract is seven (7), including the presenting author

G. Blinded Submission Review:

It is the responsibility of the submitting author to ensure that the abstract submitted is fully blinded. All abstract submissions will undergo a blind review. Blinding means no identification of authors, institution of origin, geographic area, sources of funding or author references may appear in the abstract title, body, images or charts.

H. Abstract Final Proof:

The Society does not proof, edit or correct grammar, spelling, syntax, etc. Carefully proof your abstract prior to its final submission. Make sure that images and charts are included if referenced in your abstract. We recommend a secondary author read the abstract prior to final submission. If you find errors, you may return to the appropriate abstract step on or before **Tuesday, February 21, 2017**.

I. Completing Your Submission:

If you have not completed all required sections and details, you will not be able to submit your abstract for review.

VIII. Abstract Presenting Author Requirements:

A. Registration and Attendance:

All accepted abstracts will require a registered presenter to attend the meeting and present the abstract. Authors (or their designated presenter) of accepted abstracts are required to register to attend the University of Utah Department of Anesthesiology Research Conference.

Registration for Abstract Presenting Authors is required by Friday, April 21, 2017. Abstracts without a registered author on or before Friday, April 21, 2017 will be removed from publication in the symposium program.

B. Poster Size:

Posters should not be more than 45 inches wide and 63 inches tall. Smaller posters are acceptable.

C. Abstract Presenter Replacements:

If the submitting or contact author is not able to attend the Annual Meeting to present their abstract, they must designate a presenter to register and attend on their behalf. After the site closes on Tuesday, February 21, 2017, you must change your abstract presenter by contacting the administrator **in writing** at ami.stuart@hsc.utah.edu.

IX. Questions and Additional Information:

A. Abstract Submission Questions:

If you have questions regarding the abstract submission criteria or process, please contact the administrator in writing at ami.stuart@hsc.utah.edu.

B. Technical Support:

For technical questions, please contact Blake Andreason at blake.andreason@hsc.utah.edu.