



## ABSTRACT SUBMISSION GUIDELINES

### **Important Dates**

Abstract Submission Opens: July 1, 2019  
Abstract Submission Closes: October 1, 2019

### **Abstract Categories**

- SRS/SBRT
  - CNS
    - Intracranial
    - Spine
  - Extracranial
    - Breast/Gynecological
    - Gastrointestinal
    - Genitourinary
    - Head & Neck
    - Lung
    - Extracranial Other
- Emerging Technologies including GRID/Lattice, Microbeam and FLASH Radiotherapies
- Imaging
- Immunotherapy
- Physics
- Translational Research/Biology/Pre-Clinical Models

### **At-A-Glance Submission Requirements**

- Create an abstract that is organized according to the following six sections:
  1. Title – Should not use product or brand names and be in Title Case
  2. Author(s) – Please enter presenting author first
  3. Objective(s) – Defined as the hypothesis or the purpose of the study
  4. Methods – Defined as the study design
  5. Results – Includes the outcomes of the study and statistical significance if appropriate
  6. Conclusion(s) – State the significance of the results
- Body of abstract must not exceed 3,500 characters including section headings, spaces and punctuation.
- Limit of 5 authors – 1 presenting author and 4 co-authors.
- Tables, images, graphs and/or charts are NOT allowed.
- Curriculum Vitae (CV) of presenting author must be uploaded at time of submission.

Submit your abstract by the deadline: **Tuesday, October 1, 2019**

### **Continuing Medical Education (CME)/Continuing Education (CE)**

For purposes of Continuing Medical Education/Continuing Education (CME/CE), a disclosure of relevant financial relationships with commercial interests is required for anyone who can influence CME/CE content. Abstracts selected for presentation will require the submission of CME/CE Disclosure Forms by the presenting author.



### **Abstract Grading & Selection**

All submissions will undergo a blinded peer review process and ranked using the following criteria:

1. General interest in the subject of the abstract/hypothesis
2. Quality of the science cited in the abstract
3. Size of the series and the length of the follow-up
4. Novelty or the level of uniqueness of the study

Submitted abstracts will be considered for the following presentation types:

- Oral Presentation
  - Abstracts accepted for oral presentation will be presented in the Clinical or Physics Sessions.
- Poster
  - Accepted posters will be on display throughout the meeting.

### **Abstract Notification of Acceptance**

- The Scientific Review Committees (Clinical & Physics) will review all submitted abstracts.
- The Scientific Review Committees have the right to re-categorize an abstract.
- Notification of receipt, acceptance, and all additional correspondence will be conducted via email with the presenting author.
- Presenting authors will be notified no later than **Monday, December 16, 2019**, as to whether their abstract submission has been accepted for oral presentation or as a poster.
- Soon after we receive confirmation that you agree to present, you will receive informational documents including presentation guidelines and specifications.

## **ABSTRACT REGULATIONS**

**Please be aware that your abstract will NOT be considered if you do not comply with these guidelines.**

### **Online Submission Form Instructions**

- Abstracts for this meeting must be submitted no later than **Tuesday, October 1, 2019**.
- An individual may submit more than one abstract.
- An abstract may only be submitted once. Duplicate abstracts (reporting the same data) that are submitted under a different author will not be considered.
- **Abstracts must be submitted online through the abstract submission site.**
- Abstracts must summarize an original contribution and must not have been presented, published or accepted for presentation or publication elsewhere.
- Abstracts must be submitted and presented in English.
- **Due to CME/CE regulations, abstracts should NOT use product or brand names, especially in the title.** Whenever possible, we encourage the use of generic references/terms such as: treatment delivery device, radiosurgery or radiotherapy. Example: **“Patient was treated with radiosurgery.”** is preferable to “Patient was treated with TrueBeam.”
- Once an abstract has been submitted, it may not be revised.



### **Online Submission Form Instructions, cont'd**

- The presenter and co-authors must identify any financial interest in products or processes described in the abstract and sign a financial disclosure.
- The presenting author is the primary contact for all correspondence regarding the abstract.
- The presenting author is responsible for the following:
  - Ensuring all authors are aware of, have read and agreed to be co-authors of the abstract prior to submission. Failure to get approval from all authors will result in rejection of the abstract.
  - Notifying all co-authors of any additions, deletions, and/or changes to the abstract.
  - Obtaining all of the conflict-of-interest disclosure and copyright transfer information from co-authors.
  - Forwarding all correspondence to all co-authors, including RSS policies and guidelines and the Accreditation Council for Continuing Medical Education (ACCME) Standards for Commercial Support for Continuing Medical Education (CME).
- Spell any symbol abbreviations as they may not translate correctly.
- An abstract may NOT contain any illustrations, images, graphs or tables. The abstract must be formatted in text only. Any abstract containing an image, graph or table will NOT be accepted.
- **Maximum character count for the body of the abstract, including spaces is 3,500.** The Title and Authors will have a separate character count.
- A maximum of 5 author names may be listed on each abstract. There are no exceptions.
- Submission of an abstract conveys permission to the RSS to publish your abstract and/or presentation.
- **Submitting an abstract for presentation does not constitute registration for this meeting.** All presenters are required to register and attend the meeting. To register, please visit the RSS website at [www.rssevents.org](http://www.rssevents.org).

### **Permission to Post and Distribute Abstracts and Presentations**

By submitting your abstract, you give the Radiosurgery Society® permission to post, publish and/or distribute the submitted abstract and/or presentation in printed and/or electronic form. Accepted abstracts will be published on both [the Radiosurgery Society website](http://www.therss.org) and [the Radiosurgery Society Channel](https://www.youtube.com/channel/UC8w8w8w8w8w8w8w8w8w8w8w) in the Cureus Journal of Medical Science. If you have any questions pertaining to this permission request, please contact us at [abstracts@therss.org](mailto:abstracts@therss.org).