

## Welcome to Abstract Submission for the 73rd Annual Meeting of the American Academy of Neurology

Abstract Submission Deadline:  
**Monday, October 19, 2020**  
**11:59 PM Central Time**

**THERE ARE NO EXCEPTIONS TO THE SUBMISSION DEADLINE**

### Rules for Abstract Submission:

For technical support, please contact Mira Smart Conferencing at 1-866-341-9590 between the hours of 8:00 AM - 5:00 PM Central time, Monday - Friday or via e-mail to [AAN2021@mirasmart.com](mailto:AAN2021@mirasmart.com).

Please direct all questions regarding member/nonmember information, disclosure, submission policy, rules and guidelines via e-mail to [science@aan.com](mailto:science@aan.com).

### CRITERIA

Experts rate the abstracts on scientific merit, breadth of audience interest, and quality of presentation, including compliance with the guidelines and instruction. The AAN encourages international submissions. Please review for proper English usage. If an abstract contains material that has been previously published or presented, that information must be disclosed.

### CONTENT

The AAN REQUIRES that all authors organize their abstract body under the following headings: OBJECTIVE, BACKGROUND, DESIGN/METHODS, RESULTS and CONCLUSIONS. There is a maximum of 300 words allowed per abstract. The word count includes the body only. Case reports are allowed and should use the headings that are applicable to their work. Tables and figures are not allowed.

### SMALLEST PUBLISHABLE UNIT GUIDELINE

NOTICE: The AAN Science guidelines specifically address the parsing of results of a single research study into multiple abstract submissions. Examples of this approach include: (a) submission of two different abstracts from a single study - one reporting safety data and the other efficacy data - rather than submitting one abstract; and (b) submission of one abstract on efficacy in the entire study cohort, and another abstract on subgroup analyses.

Sometimes identified as the “smallest-publishable unit” strategy, this strategy runs counter to the high standards of scientific presentation at the AAN Annual meeting. Unless a compelling rationale is provided and each abstract clearly cross-references other abstract(s) generated from the same study, the AAN reserves the right to exclude or merge your submissions.

## TECHNICAL REQUIREMENTS AND ABSTRACT REVISIONS

Abstracts must be submitted online from the official AAN abstract submission website. Please proofread your abstract before submitting it to ensure the abstract content and author information is correct. Accepted abstracts will be published online exactly as they are submitted. Authors can update abstracts after they have been submitted, but prior to the submission deadline. Minimal changes may be able to be accommodated after the submission deadline by contacting AAN staff at [science@aan.com](mailto:science@aan.com). Any changes made after the deadline may not be reflected in the publication version of the abstract. Significant changes should be made at the time of presentation.

## LETTER OF AGREEMENT

The AAN is concerned about the perception of industry influence and the science presented at its Annual Meeting. All accepted abstract presenters must complete a Letter of Agreement in order to present at the AAN meeting. Information about this will be sent with letters of acceptance.

## DISCLOSURE STATEMENT

All abstract authors are required to complete the AAN Disclosure Statement. The thirteen disclosure questions are copied below for reference. The disclosure statement will be completed as a step immediately following the submission process. **New this year:** Presenting authors may no longer enter the disclosure information on the behalf of each co-author during the submission process. Each author must submit their own disclosure through the AAN website. Once the abstract has been submitted, an email with a direct link to the disclosure site will be sent to all authors. The submitting author will be able to see which authors have not completed their disclosures via the submission site. **Disclosure information must be on file for all authors for your submission to be considered complete.** Disclosure information will be published online in advance of the Annual Meeting. The AAN also requires that you disclose this information to the audience before or during the presentation. Full disclosure is an ACCME requirement to which the AAN must adhere.

The following questions address financial interests or other relationships in which you have received compensation for such things as salaries, ownership, equity positions, stock options, royalties, consulting fees, honoraria for speaking, grants, research support, materials support, speakers bureau fees, advisory board fees, editor-related fees, royalties, or related financial arrangements.

1. Currently or within the past two years, I or my Immediate Family Member **receive or received Personal Compensation** from/with a: **Commercial Interest** for serving as/on a(n): **Employee (requires filing of an IRS Form W-2)**
2. Currently or within the past two years, I or my Immediate Family Member **receive or received Personal Compensation** from/with a: **Commercial Interest** for serving as/on a(n): **Consultant**
3. Currently or within the past two years, I or my Immediate Family Member **receive or received Personal Compensation** from/with a: **Commercial Interest** for serving as/on a(n): **Scientific Advisory or Data Safety Monitoring Board**
4. Currently or within the past two years, I or my Immediate Family Member **receive or received Personal Compensation** from/with a: **Commercial Interest** for serving as/on a(n): **Speakers Bureau**
5. Currently or within the past two years, I or my Immediate Family Member **receive or received Personal Compensation** from/with a: **Commercial Interest or Non-Profit Organization** for serving as/on a(n): **Officer or Member of a Board of Directors**
6. Currently or within the past two years, I or my Immediate Family Member **receive or received Personal Compensation** from/with a: **Commercial Interest or Non-Profit Organization** for serving as/on a(n): **Editor, Associate Editor, or Editorial Advisory Board Member**
7. Currently or within the past two years, I or my Immediate Family Member **receive or received Personal Compensation** from/with a: **Commercial Interest** for serving as/on a(n): **Expert Witness**
8. Currently or within the past two years, I or my Immediate Family Member **receive or received Stock or an Ownership**

**Interest (excluding mutual funds) from/with a: Commercial Interest**

9. Currently or within the past two years, I or my Immediate Family Member **receive or received Research Support** from/with a: **Commercial Interest, Non-Profit Organization, or Government Entity**
10. Currently or within the past two years, I or my Immediate Family Member **hold or held Intellectual Property Interests** from/with a: **Discovery or Technology relating to Health Care**
11. Currently or within the past two years, I or my Immediate Family Member **hold or held Intellectual Property Interests** from/with a: **Publication relating to Health Care**
12. Currently or within the past two years, I or my Immediate Family Member **receive or received Personal Compensation** from/with a: **Commercial Interest, Non-Profit Organization, or Government Entity** for serving as/on a(n): **Other Capacity**
13. Currently or within the past two years, I or my Immediate Family Member **have or had a Non-Compensated relationship(s) relevant to AAN interests or activities** from/with a: **Commercial Interest, Non-Profit Organization, or Government Entity**

**AAN STATEMENT ON COMMERCIAL INTEREST PRESENTERS**

The content of the accredited CME activity is limited to basic science research (e.g., pre-clinical research, drug discovery) or the processes/methodologies of research, themselves unrelated to a specific disease or compound/drug. In these circumstances, the faculty, if an industry employee, will not be permitted to present content that is related to clinical applications of the research/discovery or clinical recommendations concerning the business lines or products of their employer.

**INDUSTRY INTERACTION**

Guidelines to govern the interaction between Annual Meeting speakers (including directors, faculty, cochairs, and abstract authors) and industry (any entity producing, marketing, re-selling, or distributing health care goods or services consumed by, or used on, patients) and their third-party representatives

For AAN speakers:

- Directors are responsible for selecting speakers without influence from industry.
- Content creators are responsible for creating program content without influence from industry.

**PREFERENCES**

Using the dropdown menus under Topic Choice, indicate the topic under which you want your abstract reviewed. Please select the topic and subtopic which most accurately reflects your abstract topic. Authors can also select a secondary topic and subtopic. The AAN's Science Committee reviews topics each year to ensure they correspond with current neurological issues. New this year, the Science Committee added Health Care Disparities as a topic to further the work being done to address and reduce disparities. Note: Final decision on presentation type (poster or platform, in-person or virtual) is determined by the Science Committee.

**PRESENTATION**

Accepted abstracts are presented in either platform sessions, poster sessions, or Neuroscience in the Clinic programs. The AAN's Science Committee makes the final decision of abstract assignment and approval based on scientific merit and program considerations. **Authors later withdrawing their abstracts based upon the presentation type that has been selected for their abstract may be subject to AAN sanctions.** Please note that due to the global COVID-19 (Coronavirus) pandemic the Annual Meeting may be held in-person, virtually, or a hybrid. The global pandemic may also affect whether presenters are able to travel, regardless of whether the meeting is held in-person. To address this uncertainty, an additional presentation question has been added to the submission site. Please consider whether you would be comfortable traveling in April or whether your institution will allow travel in April, when answering the submission question "How do you prefer to give your presentation?" Any changes in presenter should be emailed to [science@aan.com](mailto:science@aan.com) and include the abstract title, ID number, and the presenter's name.

## **FIRST AUTHOR**

First authors may submit a maximum of two abstracts (excluding abstracts submitted to Practice, Policy, and Ethics, Research Methodology and Education, and History of Neurology). There is no maximum number for co-authors— an author can serve as a co-author on as many abstracts as applicable. For groups submitting multiple abstracts, we ask that no single individual present more than two abstracts in platform sessions. We encourage younger members of the Academy to present work in which they are involved. First authors are the contact author for the abstract. If you submit an abstract and are not the first author, please note that abstract notifications and communications will be sent to the first author.

## **PAYMENT**

A \$200 non-refundable submission fee will be charged for all abstracts submitted by non-members. A \$100 non-refundable submission fee will be charged for all abstracts submitted by members. The AAN encourages trainees to submit abstracts. PhD Candidates, Interns, Junior Residents and Fellows and Students (Medical or Graduate) may submit their abstract at no charge. The submission fee for the abstract is based on the first author's training status. Your abstract will not be considered complete if you are required to submit payment but fail to do so. If an abstract is submitted, and subsequently deleted by the author, no refund will be processed.

## **PUBLICATION**

There are an increasing number of commercial organizations that are offering highlights of annual meetings, including that of the American Academy of Neurology. At times, individuals from these organizations may indicate that they have some relationship with the Academy and will ask for you to provide illustrations or tables, or major elements of your presentation for inclusion. While it is the goal of the Academy to bring material presented at the Annual Meeting before the public and the profession, we want to let you know that any communication regarding your presentation before or after the AAN Annual Meeting will only be through the Academy Office. Any unauthorized use of Annual Meeting presentation material may result in AAN sanctions. The embargo for abstracts that will be presented at the meeting is in effect until Thursday, March 4, 2021 at 4:00 PM ET.

## **HUMAN AND ANIMAL RESEARCH**

The submitting author certifies that any work with human or animal subjects reported in this abstract complies with the guiding principles for experimental procedures endorsed by the American Academy of Neurology. Abstracts must comply with ethical guidelines for human and animal research, and authors may be asked to supply added documentation.

## **WITHDRAWALS**

Withdrawal requests are permitted until April 7, 2021. However, not all withdrawals will be reflected in print or online publications depending on when the withdrawal request is made. Withdrawal requests should be submitted to [science@aan.com](mailto:science@aan.com) and include the abstract title, ID number, and the presenter's name. Authors should also provide reasoning for the withdrawal. Authors not notifying AAN staff of withdrawal, notifying AAN staff after April 7, 2021, or not providing a reason for withdrawal will be subject to sanctioning. Because of the limited number of abstracts that are able to be accepted, authors are expected to make all efforts to attend the AAN Annual Meeting to present their accepted abstract. Your payment will not be refunded if you withdraw your abstract.

## **ABSTRACT NOTIFICATION**

Abstract authors will be notified in February 2021 via email the outcome of their abstract submission(s).

## **REJECTION**

**Abstracts will be rejected without review for the following reasons:**

- Abstracts received after Monday, October 19, 2021, 11:59 PM, Central Time
- Incomplete submissions and/or incomplete disclosure statement(s).

Instructions for submitted abstracts must be followed completely. Abstracts that do not conform to the prescribed rules will be rejected.