

## Submission Information

**1) DEADLINE:** The deadline for abstract submission is Thursday, September 27, 2018 at 5:00 PM ET.

**2) CHARACTER LIMIT:** There is a limit of 2,200 characters for the text of your abstract body. The character count includes spaces. The count does not include the abstract title or authors. You will be advised of your character count usage throughout the submission process as you save and move to the next step.

**3) TITLE AND BODY:** The title should be entered in sentence case. Do not use formatting tags in the title. You may copy and paste your abstract body from a word processing program (for example, Microsoft Word) into the appropriate sections.

**4) SPECIAL CHARACTERS and FORMATTING:** If you copy and paste the title and/or body of your submission from your word processor, special characters should transfer, but formatting will not transfer. You can insert special characters and/or formatting tags using the **Special Characters Palette**. To access the palette, click on the Special Characters icon located on the Title/Body page.

**5) PRESENTATION TYPE AND CATEGORY:** All Original Scientific Research abstracts will be considered for oral and ePoster presentation, and the Scientific Program Committee will determine what format best suits the work. Original Scientific Research abstracts will not be considered for the paper poster format. If you believe the work is best suited for an ePoster presentation, you may indicate that you would like the abstract considered for "ePoster only." You may not request that the work only be considered for oral presentation.

All accepted Educational Exhibit abstracts are presented only in poster format, but may be assigned as either a traditional poster OR ePoster.

Only Original Scientific Research abstracts accepted as oral presentations will be published in the Journal of Vascular and Interventional Radiology (*JVIR*).

**6) KEYWORDS:** Up to three keywords may be selected. You are required to select at least one keyword.

**7) TABLES:** You may add up to one table to your submission. Tables will appear at the end of your abstract, both on the proof and for publication; tables cannot be placed within the text of the submission. Each character will count toward your total character count.

**8) AUTHORS:** Please enter all authors in the order they should appear in the heading of the abstract. Authors should be ordered such that their institutions are in chronological order. Affiliations must appear in chronological order within the author listing (see Author instructions below for an example). The following is an example of an incorrect author string (the last two are out of order): J.B. Garcia<sup>1,2</sup>, A. Smith<sup>2</sup>, M.I. Wu<sup>4</sup>, B. Abbas<sup>3</sup>. Affiliation order can be changed in the Affiliations step. If you (the Contact Author) are not the Presenter on a submission, you will need to provide contact information on the Presenter. Note Resident/Fellow and Medical Student research awards require the applicant to be the abstract presenter.

**9) DISCLOSURES:** The presenting author is required to complete a financial disclosure in order to finalize the submission.

**10) DETAILS:** In this step the author confirms and agrees to adhere to the Prior Presentation and Publication policies. The author must also indicate in this step whether the study is incomplete and is intended to be submitted as a late-breaking abstract after September 27. Here the author will also indicate whether the work was funded in part or in full by SIR Foundation or NIH, and certifies that when applicable the work complies with all IRB requirements at the institution(s) where the work was performed, and that all HIPAA regulations were followed.

**11) ABSTRACT PROOF:** Carefully check the proof of your abstract. Make sure all special characters and formatting are displaying properly in your proof. If you find errors, return to the appropriate page by clicking on the page name in the left-hand menu to make your corrections.

**12) COMPLETING YOUR SUBMISSION:** If you have not completed all required steps you will not be able to submit. When all required information is entered, the "Submit" button will appear at the bottom of the "Finalize" page. After clicking the "Submit" button, the abstract will appear in the "My Submissions" list. Submissions may be returned to draft status, edited and re-submitted an unlimited number of times until the submission deadline. Select the abstract title from the "My Submissions" page.

**13) NOTIFICATIONS:** Notifications will be emailed to the Contact Author (submitter)

**14) SUBMISSION OR MEETING QUESTIONS:** If you have questions regarding the submission criteria or questions about the annual scientific meeting, please contact SIR staff at (703) 460-5561 or email [AnnualMeeting@sirweb.org](mailto:AnnualMeeting@sirweb.org). Hours of operation are 8:30 am to 5:00 pm ET.

**15) TECHNICAL SUPPORT:** EMAIL: [aisupport@attendeinteractive.com](mailto:aisupport@attendeinteractive.com)