

2010 STSA 57th Annual Meeting Abstract & Surgical Motion Pictures Guidelines

You are invited to submit abstracts and surgical motion pictures for the STSA 57th Annual Meeting to be held at the Disney Yacht & Beach Club in Orlando, Florida, November 3-6, 2010.

Abstract and video submissions will be accepted until **Monday, April 12, 2010 at 11:59 p.m., Eastern Time**. Accepted submissions will be presented at the STSA 57th Annual Meeting as oral presentations or surgical videos.

Accepted oral presentations are submitted for publication consideration to the *Annals of Thoracic Surgery*, the official journal of the Southern Thoracic Surgical Association and The Society of Thoracic Surgeons. Presenters are reminded that all oral papers accepted for presentation must be submitted to the Annals prior to or immediately following the presentation using an online manuscript submission system at www.atseditorialoffice.org.

Please follow these instructions to submit an abstract or surgical motion picture for the STSA 57th Annual Meeting:

- Access the online submission site via a link on the STSA website at www.stsa.org or directly at <http://STSA2010.abstractcentral.com>.
- In order to log onto the submission site you must create an account by clicking on the "Create an Account" link in the menu bar on the left side of the welcome screen.
- You **do not** have to be a member of the STSA in order to submit an abstract or video.
- Be sure to write down your username and password for future use. You will need your username and password when notifications are e-mailed in June.
- **Print and Save the Confirmation Page**. Once you have completed the submission process, and submitted your abstract or video for review, you will receive an e-mail confirmation. Please save this confirmation information for your reference and use the abstract/surgical video Control ID number in any correspondence you have with STSA regarding your abstract and/or video. The submitting author can also send this confirmation e-mail to any author identified on the Review Your Work page. **If you do not receive an e-mail confirmation, please contact tech support at acsupport@scholarone.com.**
- **Remember to Complete the Submission of Your Abstract or Video**. Once you begin entering an abstract or video submission, you have until **April 12, 2010 at 11:59 p.m. Eastern Time** to submit your abstract and/or video for review. Prior to submission, your abstract/video is saved in the "drafts" portion of the submission site. "Draft" submissions are not submitted for review. When submitting an abstract and/or video for review, make sure you click the **Submit** button one time only. Unless all necessary information is provided, your abstract will NOT be submitted for review. Please do not enter duplicate submissions. If you have forgotten your password, visit the submission site and click on the "Forgot Your Password?" link on the left menu bar. You will then be prompted to enter your e-mail address and your password will be e-mailed to you.

Oral and Video Abstract Submission Specifications

Your abstract must conform to the following guidelines:

- Title case: Capitalize first word of each letter in the title; please do not enter information in all upper case or in quotation marks.
- Title length: No limit
- Abstract text length: Maximum of 1950 characters, including spaces. Titles, authors, institutions, tables, and images will not be counted.
- Spacing: Single space only. No double spacing permitted. No hard returns.

- Tables: Up to one (1) table allowed.
- Images: Up to one (1) image allowed.
 - Images can only be displayed in black and white and should be between 300 and 600 dpi.
 - All color images should be RGB only.
 - Files should be in one of the following formats: .gif, .jpeg, .tiff, .eps, or .bmp. PowerPoint images are not permitted.
- Other:
 - There should be no reference to the institutions involved in the body of the text.
 - Full names of authors and disclosure must be provided as requested.
 - The institution name, mailing address, telephone number, and e-mail address information of the presenting author should be provided with titles and appointments omitted.
 - When percentages are used, the absolute numbers of derivation must be stated.
 - All abstracts must be structured using the following section headings, or they will not be accepted:
 - **Objectives** – A brief statement on the objectives of the study and the current state of research in the field. What quality gap (limitation or problem) with the practice of Cardiothoracic Surgery does this research address?
 - **Methods** – The methods of study or experimental approach must be defined briefly.
 - **Results** – A summary of the study results, including sufficient details to support those conclusions. These may be presented in a brief table.
 - **Conclusions** – A statement concerning the significance of the work and its implications for further research. In what way might the results of this project supplement or inform our clinical or research knowledge or strategies?

Surgical Motion Picture Specifications

- All videos must be submitted in .mov, .mpeg, or .mpg format. If you do not submit your video in one of these formats, it will not be reviewed.
- An abstract must be submitted along with each video submission.
- Videos may not exceed 10 minutes in length or 100MB.
- For purposes of review, sound should be included.
- The identity of the surgeon, institution and/or name of hospital, should be excluded from the actual video submission. Any patient identifying information must be excluded or obscured from video films and narration.
- If the video is selected for presentation, live narration by the presenting author is required for participation in the surgical motion pictures program.
- **STSA must receive a CD/DVD of the surgical video being submitted no later than the abstract submission deadline of April 12, 2010.** Please include the presenting author's name and the control number of the submission for reference.
- Videos can be submitted for (a) adult cardiac, (b) congenital, or (c) general thoracic.
- Each presenter is required to complete a Permission & Release Form at the time of submission.

History Abstract Specifications

- Abstracts in this category should address historical aspects of cardiothoracic surgery or healthcare in general.
- The Program Committee will select no more than one History abstract for presentation at the 57th Annual Meeting.

- If an abstract is selected for presentation in the history category the presenter will have approximately 20 minutes to present.
- Title case: Capitalize first word of each letter in the title; please do not enter information in all upper case or in quotation marks.
- Title length: No limit
- Abstract text length: Maximum of 4000 characters, including spaces. Titles, authors, institutions, and images will not be counted.

Submission Guidelines

- Abstracts and surgical videos chosen for presentation are selected at the discretion of the Program Committee to ensure a fair and balanced program.
- Only electronic abstracts submitted using the online system are accepted for presentation.
- All abstracts and surgical videos must be submitted in English.
- An abstract and/or surgical video may only be submitted once.
- The presenting author must be prepared to attend the meeting or to send someone in their place (such an individual must be a co-author on the abstract).
- Each paper presented at the Annual Meeting must be submitted to The Annals of Thoracic Surgery before or at the time of the Annual Meeting. Manuscripts must be submitted online via The Annals on-line editorial office (<http://www.atseditorialoffice.org>). Manuscripts will not be considered for publication if submitted after November 6, 2010. All accepted papers will become the property of the STSA. Publication of papers in The Annals of Thoracic Surgery is not assured.
- Data entered into the abstract database is not accessible by the co-authors and cannot be changed after the submission website has closed at 11:59 p.m. Eastern Time on Monday, April 12, 2010.

Policies

- STSA reserves the right to withdraw an abstract and/or surgical video at any time.
- Abstracts and surgical videos must summarize an original contribution and must not have been presented, published or accepted for presentation or publication elsewhere.
- Abstract and surgical video content must be based upon the best available evidence and should not promote any health care device or service. Only those agreeing to this policy are permitted to present at the STSA Annual Meeting. Presenters found not to have attempted to utilize the best available evidence or to have provided content that is biased or promotional in nature will not be allowed to take part in the planning or provision of any other STSA educational program or product for a minimum of two years subsequent.
- Papers selected for oral presentation during the scientific sessions will be provided with time limits for their presentation and must comply with this limit. If a paper is selected for presentation, please refer to the confirmation notification for specific time limits.
- The presenting author for each abstract and/or surgical video must be prepared to attend the meeting. If a change of presenting author is needed, STSA must be notified in writing by the primary author no later than 3 weeks prior to the date of presentation.
- Each presenter is required to complete a Speaker Permission & Release Form.
- **Only Unpublished/Unpresented Work Allowed.** The presenting author attests that the material will not be presented elsewhere if accepted for the scientific program, or published elsewhere if accepted for publication in The Annals of Thoracic Surgery. If there is any conceivable question regarding similarity to earlier work or possible duplication or redundancy, it is the responsibility of the presenting author of the paper to consult directly with the Program Committee Chairs, Michael Hines, MD and Vinod Thourani, MD. If there is a potential conflict with an abstract or surgical video already presented or published, please notify STSA by e-mail

(kbochenek@stsa.org) of the conflict at the time of submission. Include the title and Control number in any correspondence regarding an abstract or surgical video.

- Failure to comply with any of the foregoing policies may subject the author or authors to STSA disciplinary action.

Hawley H. Seiler Residents Competition Award

- This award is presented for an outstanding paper by a cardiothoracic or general surgery resident. It is bestowed upon the resident excelling in the following categories regarding their abstract submission: quality of abstract as well as manuscript and oral presentation. The award is named after STSA Past President and founding member Hawley H. Seiler, MD.
- If the author wishes to be considered for the Hawley H. Seiler Residents Competition Award, the checkbox on the Awards page must be selected.
- Selected by a panel of cardiothoracic surgeons from the Executive Council and the Program Committee, the award winner receives transportation, accommodations and complimentary registration fees for the following year's annual meeting and will be recognized at that meeting.
- Only abstracts submitted and presented by residents indicating their willingness to participate in the Resident Competition will be considered for this award.
- Authors of Abstracts accepted for the Hawley Seiler Residents Competition must submit a manuscript for their presentation to STSA headquarters office no later than October 15, 2010.

Disclosure Information

Conflict of Interest and FDA disclosure is required by all authors before an abstract and/or surgical video can be submitted within the abstract database. If a potential conflict of interest exists, be sure to include the name of the organization/company and the potential conflict. Full disclosure for each author must be completed before submitting the abstract and/or surgical video. The ScholarOne Submission site will not allow an abstract or surgical video to be submitted without a full disclosure from each author.

- It is the responsibility of the primary author to obtain and provide disclosure information for each author listed on an abstract and/or surgical video.
- For oral presentations, all disclosures must be stated orally at the beginning of the presentation, must be written on the first slide of the presentation and will be noted in published material. Speakers are required to disclose that they have nothing to disclose if that is the case.
- If the submitter fails to enter an author's disclosure, the abstract submission site will not allow the completion of the submission until every field has been completed.
- Slides utilized as part of an educational activity cannot contain any advertising, trade names, or product group message.

Conflict of Interest Disclosure

As a sponsor of continuing medical education accredited by the Accreditation Council for Continuing Medical Education (ACCME), the Southern Thoracic Surgical Association requires that any individual who is in a position to control the content of an educational activity must disclose all relevant financial relationships (including known relationships of his or her immediate family, department, and partners) with any healthcare-related business or other entity whose products or services may be discussed in, or directly affected in the marketplace by, the educational content. The ACCME defines a "relevant financial relationship" as a relationship of any amount occurring within the previous twelve (12) months. The question of whether a disclosed conflict situation could represent undue influence on the educational activity by a commercial interest, or whether the disclosed information is sufficient to consider an abstract, presentation, or other educational enduring material to represent potentially biased information must be resolved prior to an individual's involvement in STSA educational programming.

Required disclosures include (1) financial interest of any amount (e.g., through ownership of stock, stock options, or bonds) (2) the receipt of any amount of cash, goods or services within the current 12-month period (e.g.,

through research grants, employment, consulting fees, royalties, travel, or gifts) or (3) a non-remunerative position of influence (e.g., as officer, director, trustee or public spokesperson). **NOTE: To avoid confusion with regard to the question of “relevance,” STSA requires that anyone in a position to control content (planners, speakers, authors, volunteer leaders, staff) must review the content they are addressing and disclose relationships with companies that have a material interest in the content being covered regardless of the division of the company for which that relationship exists. For instance, if a speaker will be referencing a product made by the X division of ABC company, but his relationship is with the Y division, he must still disclose the relationship.** EXCLUDED from this disclosure requirement are blind trusts or other passive investments such as mutual funds. In the case of a financial or other relationship disclosure, the company, product/service, and specific nature of the relationship must be noted. Disclosure is mandatory for any person involved in the planning, management, presentation, and/or evaluation of STSA educational activities.

Failure to disclose relevant financial relationships disqualifies the individual from being a planning committee member, a teacher, or an author of CME materials, and this individual cannot have any responsibility for the development, management, presentation, or evaluation of STSA CME activities. This requirement is intended neither to imply any impropriety of such relationships nor to prejudice any individual presenter or author. It is merely to identify such relationships through full disclosure, and to allow the STSA to assess and resolve potential influences on the educational activity prior to the planning and implementation of an educational activity. If no relevant financial relationships exist, the individual must indicate this on the disclosure form.

Additionally, the fact that the presentation, paper, or other educational product describes (a) the use of a device, product, or drug that is not FDA approved or (b) an off-label use of an approved device, product, or drug must also be disclosed. This requirement has been adopted in response to FDA policy and recent case law involving medical societies, and is not intended to prohibit or inhibit independent presentation or discussion regarding the uses of devices, products, and drugs as described in (a) or (b) above.

For live presentations, all disclosures must be stated orally or on a slide at the beginning of the presentation and will be noted in published material related to the activity. Slides, handouts, and other materials utilized as part of an educational activity cannot contain any advertising, trade names or a product group message. Speakers are required to disclose that they have nothing to disclose if this is the case.

Withdrawal of an Abstract or Surgical Video

- To withdraw an abstract or surgical video, the presenter must notify the STSA in writing. E-mail Katie Bochenek at kbochenek@stsa.org and include the title of the abstract and/or surgical video and the abstract control number
- Persons submitting an abstract and/or surgical video do so with the understanding of the above policies and must abide by the conditions, deadlines, and decisions of the Program Committee.

Abstract and Surgical Video Review Process

To ensure fairness, abstracts are read and graded in a blinded fashion with no references to authors or institutions. Abstracts and surgical videos are reviewed by peer reviewers based on scientific merit, originality, and practice gaps identified. The Program Committee is composed of STSA members selected by the President.

With regard to the discussion of papers at the Annual Meeting, the STSA encourages a healthy spirit of constructive critical review and rebuttal via comments pertinent to the content of the paper being presented. Discussions taking the form of "secondary papers" will not be accepted.

Questions

If you have questions regarding submissions, please contact Katie Bochenek, Affiliate Manager, at kbochenek@stsa.org or call 312-202-5835.