

## **STS 54th Annual Meeting Late-Breaking Abstract Submission Instructions and Policies**

You are invited to submit late-breaking abstracts for the STS 54th Annual Meeting to be held in Fort Lauderdale, FL, January 27-31, 2018.

Abstract submissions will be accepted until **Friday, December 8, 2017, at 11:59 p.m. Central Daylight Time**. Accepted submissions will be presented at the STS 54th Annual Meeting as oral presentations.

The STS Annual Meeting is the premier educational event in cardiothoracic surgery. Manuscripts corresponding to accepted oral presentations are **required to be submitted for publication consideration in *The Annals of Thoracic Surgery***, which has a circulation of more than 6,700. This makes the STS Annual Meeting the best forum for disseminating information related to the field of cardiothoracic surgery. Notwithstanding the foregoing, the STS Board of Directors or Executive Committee may waive the requirement that authors of an abstract accepted for presentation at the STS Annual Meeting submit a corresponding manuscript to *The Annals of Thoracic Surgery* for publication consideration in unusual circumstances. Requests for such waivers must be submitted in writing to the STS Secretary, and may be granted subject to certain terms and conditions. In all such circumstances, manuscripts derived from STS Annual Meeting presentations may not be published prior to presentation of the material at the Annual Meeting.

**Abstract submissions that were previously submitted and not accepted for presentation at the STS 54th Annual Meeting will not be considered as a late-breaking abstract.**

### **Please follow these instructions to submit a late-breaking abstract for the STS 54th Annual Meeting:**

- Access the online abstract submission site via a link at [www.sts.org/abstracts](http://www.sts.org/abstracts).
- You do not have to be an STS member in order to submit an abstract.
- You will need a username and password to log into the submission site.
- If you are a current or former STS member, or if you attended a prior STS Annual Meeting and provided STS with an e-mail address, an account for you already exists; login information was distributed by e-mail. If you did not receive an e-mail, please contact STS at [education@sts.org](mailto:education@sts.org) or call (312) 202-5800.
- If you do not have an account, you will need to create one by clicking on the “Click Here to Create a Profile” link located on the welcome screen.
- Be sure to save your username and password for future use. You will need to enter this information each time you want to access the submission site.
- E-mail is the sole means of communication from STS regarding your abstract(s). Should any e-mail address change prior to the STS Annual Meeting, please provide the updates to [education@sts.org](mailto:education@sts.org).
- Once you begin entering an abstract, you have until **Friday, December 8, 2017, at 11:59 p.m.** to submit your abstract for review. When submitting an abstract for review, make sure you click the **Submit** button one time only, and do not click the back button in your web browser.
- Please check that the final submission page does not contain an error box indicating that there is still information missing. Your abstract will not be reviewed unless all necessary information is provided.
- Please do not enter duplicate submissions if you have forgotten your username and password. STS staff can help you obtain your username and password if you misplace it. If this happens, please contact STS at [education@sts.org](mailto:education@sts.org) or (312) 202-5800.
- Once you have completed the process and submitted your abstract for review, you will receive an e-mail confirmation. Please save this confirmation information for your reference, and use the abstract number in any correspondence you have with STS regarding your abstract. **If you do not receive an e-mail confirmation, please contact STS at [education@sts.org](mailto:education@sts.org).**

### **Abstract Categories**

For your submission, you are required to select one category (in bold below) and one corresponding subcategory.

- I. Adult Cardiac**
  - a. Aortic and Endovascular
  - b. End-Stage Heart Failure/Heart Transplantation/Extracorporeal Circulation/VADs
  - c. Mitral/Tricuspid Valve (Open/Transcatheter)
  - d. Aortic Valve (Open/Transcatheter)
  - e. Atrial Fibrillation/Arrhythmia
  - f. Coronary
  - g. All Other/Novel Technologies
- II. Congenital**
  - a. Pediatric Congenital Cardiac
  - b. Adult Congenital Cardiac
- III. General Thoracic**
  - a. End-Stage Lung Disease/Lung Transplantation
  - b. Pulmonary/Chest Wall
  - c. Esophagus
  - d. Mediastinum and All Other
- IV. Basic Science Research**
  - a. Adult Cardiac
  - b. Congenital
  - c. General Thoracic
- V. Critical Care**
  - a. Adult Cardiac
  - b. Congenital
  - c. General Thoracic
  - d. ECMO
- VI. Other**
  - a. Quality Improvement
  - b. Geriatrics
  - c. Thoracic Surgery Education

### **Abstract Submission Specifications**

Your abstract must conform to the following guidelines:

- Title case: Capitalize the first letter of each main word in the title; please do not enter information in all upper case or in quotation marks.
- Title length: No limit.
- Abstract maximum word length:
  - Purpose: 50 words
  - Methods: 100 words
  - Results: 150 words
  - Conclusions: 50 words
- Spacing: Single space only. No double spacing permitted. **No hard returns.**
- Tables: Up to one (1) table allowed. The table cannot have more than five (5) columns of data.
  - Files should be in one of the following formats: .jpeg, .tiff, or .png. (PowerPoint, Excel, and Word documents are not permitted.)
- Images: Up to one (1) image allowed.
  - Images can only be displayed in black and white. (Please take this into consideration when developing images.) Images should be between 300 and 600 dpi at 3"x5".
  - Files should be in one of the following formats: .jpeg, .tiff, or .png. (PowerPoint, Excel, and Word documents are not permitted.)
- Other:
  - There should be no reference to the institutions involved in the body of the text.

- The presenting author cannot be an employee of a company that develops health care products or provides health care services.
- Abstracts cannot contain product names; generic terms must be used when describing a single product.
- Abstract development and data analysis for abstracts cannot be performed by industry.
- The institution name, state, and e-mail address information of the presenting author and all coauthors must be provided.
- When percentages are used, the absolute numbers of derivation must be stated.
- Each submission must include one multiple choice question that is associated with the content, along with four possible answers – one of which must be the correct answer, identified in the submission.
- Each submission requires three to four keywords relating to the abstract.
- Each submission requires a minimum of two bibliographic references related to the abstract.
- All abstracts must be structured using the following section headings, or they will not be accepted:

**Purpose** - Include a brief statement on the intent of the study and the current state of research in the field. Specifically, describe the **quality gap (limitation or problem) within the practice of cardiothoracic surgery that this research addresses.**

**Methods** - The methods of the study or experimental approach should be clearly and briefly defined.

**Results** - Provide a summary of the study findings, including sufficient details, to support those conclusions. These may be presented in a brief table (no more than five columns of data).

**Conclusions** - Include 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 clinical or research knowledge or strategies?**

## THE SOCIETY OF THORACIC SURGEONS POLICY ON STS ANNUAL MEETING FOR PRESENTERS AND MODERATORS

### **Abstract and Surgical Video Submissions**

- Each abstract and surgical video submitted to the Society for possible presentation at the STS Annual Meeting must summarize an original contribution and must not have been presented, published or accepted for presentation or publication elsewhere.
- Abstracts and surgical videos chosen for presentation are selected at the discretion of the Workforce on Annual Meeting to create a fair and balanced program.
- Only electronic abstracts submitted using the online system will be considered for presentation.
- Only authors (and not their assistants) may complete submissions; authors will be responsible for the information provided.
- The submitting author must provide accurate e-mail addresses of all co-authors, and must attest that (a) all co-authors of the abstract have granted consent for the material to be submitted for presentation, and (b) that the submitting author has been granted the right by all co-authors to act on their behalf.
- For the submitted abstract or surgical video, each co-author must complete his or her disclosure information in the system. The abstract or surgical video will not be reviewed or considered for acceptance unless all authors have completed their disclosures.
- STS reserves the right to withdraw any abstract and/or surgical video at any time.
- All abstracts and surgical videos must be submitted and presented in English.
- If an abstract is not accepted as an oral presentation, it may be accepted as a scientific poster presentation instead. The final determination on format is at the discretion of the Workforce on Annual Meeting.
- The presenting author for each abstract and/or surgical video must attend the STS Annual Meeting. In the event that a change of presenting author must be made after the submission of the abstract, STS must be notified in writing. NOTE: The replacement presenter must be a co-author of the abstract.
- Once an abstract and/or surgical video has been accepted, additional authors may not be added.

- Industry is not allowed to perform data analysis, or to develop abstracts, surgical videos, slide presentations or scientific posters.
- Abstract and surgical video content must be based upon the best available evidence and should not promote any health care device, drug, other product or service. Presenters/moderators found by the Society not to have attempted to utilize the best available evidence, or found 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 STS educational program or product for two years.
- If the presenter/moderator has any relationship posing a conflict or potential conflict relevant to his or her session, he or she may not make any recommendations regarding relevant products or services as part of that session. Any presenter/moderator found to have made a recommendation based upon relevant products or services in the presence of a relationship that poses an actual or potential conflict of interest will not be allowed to take part in the planning or provision of any other STS educational program or product for two years.
- Each presenter of an oral presentation during the scientific sessions will be provided with a time limit for presentation and must comply with this limit.
- Scientific posters selected for presentation/display at the STS Annual Meeting must be displayed at the meeting from Sunday by 2:00 p.m. until Tuesday at 5:00 p.m. in the assigned location. Authors who do not display their selected posters during this time of the STS Annual Meeting, will be subject to a two-year period of ineligibility for participation in the Annual Meeting, provided that the Society may waive this penalty when unusual circumstances are presented. This sanction applies to all authors of the poster.
- No abstract will be considered with deferred outcome data. If data are to be presented, they must appear in the original abstract submitted. If there are any questions regarding changes in data after the abstract has been submitted, it is the responsibility of the presenting author to notify STS by e-mail at [education@sts.org](mailto:education@sts.org).
- For each abstract that is presented orally or as a scientific poster during the STS Annual Meeting, a corresponding manuscript must also be submitted to *The Annals of Thoracic Surgery* for publication consideration before or at the time of the meeting. Authors must submit manuscripts separately via *The Annals* online editorial office ([www.editorialmanager.com/annals](http://www.editorialmanager.com/annals)). All manuscripts shall become the property of the Society. Publication of all manuscripts in *The Annals of Thoracic Surgery* is not assured. If a manuscript is not submitted to *The Annals* prior to or at the time of the STS Annual Meeting, a 2-year period of ineligibility for participation in the STS Annual Meeting will be imposed upon all manuscript authors, provided that the Editor of *The Annals* – at his or her sole discretion – may provide the author(s) with an extension of time in which to submit the manuscript when unusual circumstances are presented. The same 2-year sanction rules apply to each abstract returned for revision that is not resubmitted within one calendar year of the request for the revision. Notwithstanding the foregoing, the STS Board of Directors or Executive Committee may waive the requirement that authors of an abstract accepted for presentation at the STS Annual Meeting submit a corresponding manuscript to *The Annals of Thoracic Surgery* for publication consideration in unusual circumstances. Requests for such waivers must be submitted in writing to the STS Secretary, and may be granted subject to certain terms and conditions. In all such circumstances, manuscripts derived from STS Annual Meeting presentations may not be published prior to presentation of the material at the Annual Meeting.
- Only unpublished work that has not previously been presented is allowed. The submitting author must attest that the material has not been presented or published elsewhere, will not be presented or published after submission and prior to notification of acceptance or rejection, will not be presented elsewhere if accepted for the scientific program, and – subject to any waiver granted pursuant to the terms of this policy - will not be published elsewhere if accepted for publication in *The Annals of Thoracic Surgery*. Notwithstanding the foregoing, individuals who previously submitted an abstract to the Society for consideration as the basis for a presentation at the STS Annual Meeting and wish to submit that abstract for additional consideration as the basis for a presentation at the ASTRO/ASCO/STS Multidisciplinary Thoracic Cancers Symposium may do so, provided that (a) if selected for presentation at both meetings, the manuscript must be submitted to *The Annals* for publication consideration, with copyright assigned to the Society, and that (b) the Society will then grant a license to the American Society for Radiation Oncology for publication of only the abstract in the *International Journal of Radiation Oncology*.
- If there is any conceivable question regarding similarity to earlier work or possible duplication or redundancy (whether compared to previously or prospectively presented or published material), it is the responsibility of the presenting author to consult directly with the Chair of the Workforce on Annual Meeting. If there is a potential conflict with an abstract or surgical video already presented or published, authors must notify STS by e-mail

([education@sts.org](mailto:education@sts.org)) of the conflict at the time of submission. Failure to comply will result in the abstract being rejected.

### **Onsite Responsibilities**

- Each presenter is required to check in at the speaker ready room at least 2 hours prior to his or her presentation time to load and test the presentation slides and/or other material.

### **Slide Presentation Requirements**

- All presentations must be submitted in English.
- If slides are used, the first slide (after title slide) must reflect the required disclosure information.
- The names of commercial products cannot be used unless the failure to do so would present a patient safety issue.
- Corporate logos, clinical trial logos and logos of other meetings cannot be used.
- Slides, handouts and other materials utilized as part of an educational activity cannot contain any advertising, trade name, or product group message.
- No patient identification information can be visible within presentation materials (e.g., names in echo scans, CT scans, or photos of patients).

### **Additional Presenter/Moderator Responsibilities**

- Presenters/Moderators are responsible for ensuring that the content being presented at the educational activity is consistent with and does not violate another organization's publication guidelines and conditions.
- Presenters/Moderators are responsible for ensuring accurate spelling, punctuation and grammar prior to submission.

STS reserves the right to withdraw a presentation at any time and for any reason.

### **Required Disclosure Information**

- Conflict of Interest and FDA disclosures are required before any presenter/moderator will be allowed to present.
- Each presenter/moderator must submit to STS his/her individual disclosure.

**Amended: September 28, 2016 (STS Executive Committee)**

### **Abstract Review Process**

To ensure fairness, abstracts are read and graded in a blinded fashion with no references to authors or institutions. Abstracts are reviewed by the Workforce on Annual Meeting Program Task Force and selected based on scientific merit, originality, and practice gaps identified.

### **Disclosure Information**

Conflict of interest and FDA disclosure is required before a late-breaking abstract will be accepted for consideration. If a potential conflict of interest exists, be sure to include the name of the organization/company and the nature of the potential conflict.

- Each author must submit her/his individual disclosure when completing the abstract submission.
- It is the responsibility of the submitting author to identify each coauthor on the abstract. Upon submission of the abstract, an e-mail will be sent to each coauthor, who will then be responsible for logging into the abstract system to complete her/his individual disclosure.
- If commercial relationship and FDA disclosures are not received from all coauthors by the abstract submission deadline (**Friday, December 8, 2017, at 11:59 p.m. Central Daylight Time**), the abstract will not be considered for review.
- For live presentations, all relationships with commercial interests and FDA disclosures, as defined in the STS Disclosure Policy, must be stated orally to the audience at the beginning of each presentation. In addition, a slide at the beginning of the PowerPoint presentation will be automatically inserted into your presentation to reveal the nature of the disclosure(s). This commercial relationship and FDA disclosure

information will be noted in published materials. Speakers are required to communicate that they have nothing to disclose if that is the case.

- Slides, handouts, and other materials utilized as part of an educational activity cannot contain any advertising, trade name, 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 Society of Thoracic Surgeons requires that any individual who is in a position to control the content of an educational activity must disclose all relationships with commercial interests (including known relationships of his or her immediate family, department, and partners.). The ACCME defines a commercial interest as “any entity producing, marketing, reselling, or distributing health care goods or services consumed by, or used on, patients. The ACCME does not consider providers of clinical service directly to patients to be commercial interests.” 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 STS educational programming.

Required disclosures include (1) a 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 nonremunerative position of influence (e.g., as officer, director, trustee or public spokesperson). 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 STS educational activities.

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

### **FDA Disclosure**

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

### **Withdrawal of an Abstract**

To withdraw an abstract, the presenter must notify STS in writing. Please e-mail STS at [education@sts.org](mailto:education@sts.org) and include the title of the abstract and the abstract control number.

### **Abstract Disposition Notification**

At the time of submission, please ensure all author and coauthor e-mail addresses are accurate, as this is the only way that you can be contacted regarding the status of your abstract submission(s).

On or after December 18, 2017, STS will send peer-reviewed selection results to the presenting author listed on

the abstract via e-mail only. Only the presenting author will be notified. We kindly ask that the presenting author communicate this information with all coauthors.

If you move to another location or change your e-mail address, please contact STS at [education@sts.org](mailto:education@sts.org) or (312) 202-5800 to update your contact information.