

**STS/EACTS Latin America Cardiovascular Surgery Conference**  
**Abstract Submission Instructions and Policies**

You are invited to submit abstracts for the STS/EACTS Latin America Cardiovascular Surgery Conference to be held in Cartagena, Colombia, November 15-17, 2018.

Abstract submissions will be accepted until **Friday, August 3, 2018, at 11:59 p.m. Central Daylight Time.** Accepted submissions will be presented at the STS/EACTS Latin America Cardiovascular Surgery Conference as oral presentations or scientific posters. Manuscripts corresponding to accepted oral and poster presentations may be submitted for publication consideration in *The Annals of Thoracic Surgery*, which has a circulation of approximately 6,300.

**Please follow the instructions below to submit an abstract for the STS/EACTS Latin America Cardiovascular Surgery Conference:**

- [Access the online abstract submission site.](#) You will be required to log into the STS Web Portal.
  - You are not required to be an STS member; however, you will be required to create a profile in the STS Web Portal in order to submit an abstract.
  - If you do not have a profile or are unsure if you have one, click “Get Started” located on the right side of the welcome screen. Be sure to save your login information for future use.
  - If you have trouble logging in, contact [membership@sts.org](mailto:membership@sts.org).
- Do not submit multiple submissions for the same proposal.
- Correct email addresses must be included with the submitted abstract.
- The deadline to submit is **Friday, August 3, 2018, at 11:59 p.m. Central Daylight Time.**
- A confirmation will be sent to the email address provided. If you do not receive an email confirmation, please contact STS at [education@sts.org](mailto:education@sts.org).

**Abstract Categories**

For your submission, you are required to select one of the following categories:

- Adult Congenital
- Aorta and Aortic Arch
- Aortic Root
- Aortic Valve
- Atrial Fibrillation
- Coronary Artery Disease
- Heart Failure
- Mitral Valve
- Pediatric Congenital
- Quality and Outcomes Initiatives
- Tricuspid Valve

**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.
- All abstracts must be structured using the following section headings:

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. (50 word maximum)

**Methods** - The methods of the study or experimental approach should be clearly and briefly defined. (100 word maximum)

**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). (150 word maximum)

**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? (50 word maximum)

- Tables: Up to one (1) table allowed. The table cannot have more than five (5) columns of data.
  - The file should be .jpg, .tif, or .eps format. (PowerPoint images, Excel, and Word Documents are not permitted.)
- Images: Up to one (1) image allowed.
  - Images can be displayed only in black and white. (Please take this into consideration when developing images.) Images should be between 300 and 600 dpi at 3"x5".
  - The file should be in .jpg, .tif, or .eps format. (PowerPoint images, Excel, and Word Documents are not permitted.)
- Other:
  - There should be no reference to the institutions involved in the body of the text.
  - The institution name, state, and email address information of the presenting author and all coauthors must be provided.
  - When percentages are used, the absolute numbers of derivation must be stated.
  - To ensure fairness, abstracts are read and graded in a blinded fashion with no references to authors or institutions. Abstracts are reviewed by peer reviewers based on scientific merit, originality, and practice gaps identified.

### **Abstract Submissions**

- Only 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 email addresses of all coauthors, and must attest that (a) all coauthors 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, each coauthor will be asked to complete a disclosure form.
- STS reserves the right to withdraw any abstract at any time.
- All abstracts must be submitted in English. If selected for oral presentation during the conference, the author may present in either English or Spanish.
- 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 Program Directors. Scientific posters must be displayed in English.
- The person listed as the presenting author for each abstract must attend the STS/EACTS Latin America Cardiovascular Surgery Conference. In the event that a change of presenting author must be made after abstract submission, STS must be notified in writing. NOTE: The replacement presenter must be a coauthor of the abstract.
- Once an abstract has been accepted, additional authors may not be added.
- For each abstract that is presented orally or as a scientific poster during the Conference, it is encouraged that a corresponding manuscript be submitted to *The Annals of Thoracic Surgery* for publication consideration after the meeting. Authors are encouraged to 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 manuscripts in *The Annals of Thoracic Surgery* is not assured.

- Abstract content must be based upon the best available evidence and should not promote any health care device, drug, other product or service.
- If the presenter 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.
- If your abstract is selected, you will be asked to present it as either an oral presentation during a specific session or at the Poster Session; you will receive complete information (including poster dimensions and setup times) after notification of the Program Committee's decision.
- The Program Committee will review your abstract, and you will be notified of its decision by mid-September 2018. Results will be sent only to the presenting author listed on the abstract via email. Only the presenting author will be notified. We kindly ask that the presenting author communicate this information with all coauthors.
- If accepted for presentation or display, your abstract will be printed in the course syllabus as submitted, so please edit and proofread carefully.

### **Disclosure Information**

Conflict of interest and FDA disclosure (if relevant) is required before an 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 email will be sent to each coauthor, who will then be responsible for submitting her/his individual disclosure.
- If commercial relationship information and FDA disclosures are not received from all coauthors by the abstract submission deadline, the abstract will not be considered for review.
- For live presentations, all relationships with commercial interests and FDA disclosures, as defined in the STS Education Disclosure Policy (below), must be stated orally to the audience at the beginning of each presentation. In addition, a slide at the beginning of the PowerPoint presentation must be used 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.
- For scientific poster presentations, all relationships with commercial interests, must be displayed on each scientific poster along with any FDA disclosures.

### **Education Disclosure Policy**

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 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.

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 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 and 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.

*Amended by the STS Executive Committee: April 11, 2012*

**Withdrawal of an Abstract**

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

## **Policy on STS Educational Activities Other Than the Annual Meeting for Presenters and Moderators**

Presenters/moderators for STS standalone activities are provided with time limits for their presentations and must comply with these limits. Each presenter is required to check in at the audio/visual desk at least one (1) hour prior to his or her presentation time to load and test the presentation slides and/or other material. To ensure that every presentation is fair and balanced, as well as free of commercial bias, the Workforce on Clinical Education's Task Force on Conflict of Interest will review presentation materials (slides and handouts). For this reason presenters must submit presentation materials to the Society at least 2 weeks prior to the actual activity.

### **Slide Presentation**

- 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 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.
- Presentations must be based upon the best available evidence and should not promote any health care device, drug, or other product or service. Presenters 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.

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.
- 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 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.

*Adopted: August 15, 2012 (STS Executive Committee)*