

## **SAM Abstract Submission Guidelines and Instructions**

NEW Submission Site: <https://www.tiny.cc/samabstracts2017>

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### **Submission, Confirmation, and Deadlines:**

#### **Submission Deadline:**

- Submissions must be completed no later than **Thursday, June 1, 2017 at 11:59 Pacific Time.**
- Abstracts can be submitted at the following website: <https://www.tiny.cc/samabstracts2017>
- Please email [SAMAbstracts@gmail.com](mailto:SAMAbstracts@gmail.com) with any questions.

**Submission Confirmation:** Submission confirmation will be sent within three (3) days to the listed abstract submitter from [SAMAbstracts@gmail.com](mailto:SAMAbstracts@gmail.com).

**Author Notifications:** Acceptance/rejection status will be emailed to the submitter, first author, presenter, and all listed authors by no later than June 23<sup>rd</sup>.

**Abstract Presenting Author Requirements** All accepted abstracts will require a paid, registered presenter to attend the meeting during the moderated walk-around abstract sessions (held Saturday, September 16<sup>th</sup>, during Poster Round #1 from 1 – 2 p.m. or #2 from 3 – 4 p.m.) and/or at the top 6 oral presentation (Friday, September 15<sup>th</sup>, 1:30 – 3:00 p.m.).

**Important Dates for Abstract Submitters/Presenters:** (\*denotes general relevant dates)

**February 1, 2017 (Wednesday):** Submission site opens

**June 1, 2017; 11:59 P.M. PCT (Thursday):** Submission site closes

**June 23, 2017 (Friday):** Latest date for notification of abstract acceptance/rejection

**June – July:** Correspondence with accepted presenters confirming meeting attendance

**\*August 1:** Pre-registration fees increase

**\*August 23:** Last day to book hotel reservation

**\*September 1:** Pre-registration closes

**September 14-17 (Thursday-Sunday):** Meeting

**September 15 (Friday):**

- Session III: Airway Management Investigators: Abstract & Research Presentations
  - 1:30 – 2:45: Abstract Oral Presentations (Top 6)
  - 2:45 – 3:00: Presentation of Awards (Top 3 Oral and Trainee Awards)

**September 16 (Saturday):**

- Session VII: Poster Rounds #1
  - 1:00 – 2:00: Moderated poster rounds
- Session VIII: Poster Rounds #2
  - 3:00 – 4:00: Moderated poster rounds

**Abstract Guidelines:**

**Word & Figure Limit:** Limit 250 words, not including references or figures. Limit 3 figures, tables, images.

**Report Types:** Abstracts will need to be submitted under the appropriate report type, each of which have different abstract body requirements (see below for guidance):

- Research Reports: Hypothesis driven, analytical design
- Case Report/Series: Single/Multi-patient report, descriptive design
  - Should be unique and not previously described in literature

**Categories:** Abstracts should be classified by authors into one or more of the following categories. Final grouping will be made at the judges' discretion. Judges will be assigned based on categorical grouping.

- Airway Equipment
- Airway Management Inside the Operating room
- Airway Management Outside the Operating room
- Airway Management Assessment and Planning
- Novel Techniques
- Airway Training, Education, & Simulation
- Quality Improvement/Assurance & Patient Safety
- Other (describe)

**Abstract Submission Limit:** There are no restrictions on the number of submission one may submit or have accepted. Please be aware of 'fractioning' rules and guidelines described below.

### **Awards, Judging, & Scoring:**

All Research Reports and Case Reports/Series will be judged by a blinded a three person expert panel for each respective category (ie. Airway Equipment, Management & Planning, Quality Improvement/Assurance, etc.). Abstracts will be judged based on the following criteria, with equal weighting for each.

- **Originality:** Were novel concepts or approaches used? Does the abstract challenge existing paradigms or develop new methodologies or technologies?
- **Scientific Merit:** Does the abstract address an important problem? How was scientific knowledge advanced? Does the study have clinical relevance?
- **Quality of Research Design and Data Analysis:** Is the study design clearly described? Are measure reliability and validity addressed? Are the statistical analyses appropriate for the study design?
- **Conclusions:** Are conclusions clearly stated? How well are the conclusions justified by the data?
- **Clarity** – Is presentation of information in clear and elegant English language? Ordered, concise, with no ambiguities?"

### **Awards:**

- **Trainee Awards:** Abstracts where the presenting author is a trainee (resident, fellow) and the first author are eligible for SAM's Trainee (Travel) Award. Judging and scoring will follow the same guidelines for all abstracts described below and will be notified no later than Friday, June 23<sup>rd</sup>. A select number, up to three, will be awarded a **cash stipend of \$500** to defray travel costs. Award winners will also receive **free meeting registration**. A letter of good standing in their program will be required upon acceptance.
- **Top 6 - Oral Presentation Selection:** The top 6 rated abstracts overall will be invited to be presented at the Oral Presentation session on Friday, September 15<sup>th</sup> from 1:30 – 3:00 p.m. This will include any trainee abstracts scoring within the top 6.
- **Top 3 Presentations Overall** – Oral presentations will be judged by a panel of judges for best overall abstract and presentation.

### **Author Responsibilities:**

**Research Approval:** Research must have appropriate institutional review board approval and may be subject to request by abstract judging committee.

**Blinding:** It is the responsibility of the submitting author to ensure that the abstract is fully blinded, meaning no identification of authors, institution of origin, geographic area, sources of funding or author references may appear within the abstract title, body, images or charts.

**Fractioning of findings:** Partitioning, or 'salami slicing', of findings into multiple abstracts is prohibited. Abstracts are subject to rejection or revision if fractioning of findings is deemed by judges. Research reports should not divide single hypothesis driven investigations into multiple abstracts. To be of value case reports/series must provide significant learning points. Case reports submitted by a single author which describe similar device/techniques should be consolidated into a case series.

## **Abstract Body Criteria:**

### **Research Reports:**

- **Title (full):** A title that states a clear reflection of the abstract content
  - **Title (short):** A concise three to six word title (ex. Failed Intubation in Pediatric ICU)
  - **Introduction/Study Question:** Provide a brief introduction on the purpose of the study. What is known about the problem addressed by the research, what remains unknown, and how does your research project fill knowledge gaps?
  - **Methods:** Must state research approval/exemption in first line. Provide clear statements in the following:
    - o Study design
    - o Research setting: number of patients enrolled and how they were selected
    - o Intervention description (if appropriate)
    - o Identify primary and secondary outcome variables and how they were measured
    - o Describe statistical methods used to analyze the data
  - **Results:** Provide clear statements in the following:
    - o Describe subjects included/excluded from the study or analysis, with reasons for exclusion
    - o Present comparisons on the outcome variables between groups/subgroups
    - o Describe other pertinent results
- If data can be efficiently presented in a table or figure, include it as a an attachment (PDF or word file). Tables/figures do not count toward 250 word limit.
- **Conclusion:** Summarize the conclusions supported by the data presented, whether they support or refute the hypothesis, and describe their importance and further implications.
  - **References:** Limit six (6). Any format. Provide in order in which they appear in the abstract. References do not count towards 250 word limit.

### **Case Report/Series:**

- **Title (full):** A title that states a clear reflection of the abstract content. *Must include term 'Case Report' or 'Case Series'*
- **Title (short):** A concise three to six word title (ex. Failed Intubation in Pediatric ICU)
- **Background:** Clearly state relevant current knowledge regarding the topic. What remains unknown, unreported, or necessitates emphasis. Briefly state why this report/series is novel and what it adds to the field.
- **Case Presentation:** State research approval/exemption (in first line). Present the case report or series in sufficient detail. Attach any images, figures, or tables as an attachment (PDF or word file).
- **Discussion:** State implications of presented case. Expand on its novelty and what it adds to the body of work related to it.
- **References:** Limit six (6). Any format. Provide in order in which they appear in the abstract. References do not count towards 250 word limit.

**Questions and Additional Information:** If you have any questions regarding the abstract submission criteria or process, please contact us at: [SAMAbstracts@gmail.com](mailto:SAMAbstracts@gmail.com)