



NANETS 2020 Abstract Submission Process

The North American Neuroendocrine Tumor Society (NANETS) 13th Annual Multidisciplinary NET Medical Symposium represents an excellent opportunity to present research relevant to cutting edge topics in neuroendocrine tumor research. Medical researchers at institutions in North America and around the world are invited to submit abstracts.

NANETS encourages abstract reporting on recent NET research and/or describing ongoing or current clinical trials with the intent of increasing awareness of these studies. Investigators may submit abstracts that have been presented at other scientific meetings and/or published in scientific journals since October 1.

General Information

Communication

All communication will go through this system. The submitter is the primary contact for all communication. You will have the opportunity to add additional contact emails during submission or make changes after the fact. It is the responsibility of the submitter to stay abreast of and relay vital communication to the team of authors.

Requirements and Expectations

All presenters whose abstracts are accepted for either oral presentation or the poster session are required to register for Symposium. Please note that registration fees are discounted for NANETS members in good standing. Membership information can be found at <https://nanets.net/membership/membership-benefits>.

Oral presenters are expected to prepare and present a poster of the accepted abstract during the poster session at Symposium.

Travel

The Symposium is October 1-3, 2020 in Montreal, Canada. By submitting an abstract, you are committing to attending the Symposium, if accepted. **Please check your passport and other required travel documentation well in advance.**

Travel Grants

Up to 10 travel grants may be awarded to active members of NANETS who have submitted a highly scored abstract. These grants cover airfare, conference registration, ground transport, and overnight accommodations. You will have the opportunity to apply for a grant during the abstract submission process. The following professionals may be considered for a travel grant.

- Graduate Students (must have a letter of support from the program director)
- Fellows
- Allied Healthcare Professionals
- Post-Doctoral Fellows
- Residents (must have a letter of support from the program director)
- Junior Faculty (within 5 years of fellowship training or postgraduate appointment)
- First or Last Author on the abstract and poster who meet eligibility criteria

Important dates to remember:

- 2/11/2020: Abstract submission system opens
- **6/12/2020: Abstract submission deadline**
- On or about 7/10/2020: Abstract notifications sent
- 7/17/2020: Last day for authors to confirm their oral/poster presentations.

Abstract Categories

Accepted categories are as follows. You will be required to select the primary category during the submission process. Reviewers may modify the category after submission. Note that case reports are not accepted.

1. Basic Science
2. Applied Basic Science
3. Chemo/SSA/Biologics (Clinical)
4. Nuclear Medicine/Interventional Radiology/Imaging (Clinical)
5. Surgical/Applied Pathology (Clinical)
6. Population Science
7. Other
8. Trials in Progress

Review Process

Abstracts are reviewed and scored by NANETS' Scientific Review & Research Committee comprised of NET medical research experts, and selected to be shown in poster sessions or as oral abstract presentations at the NANETS Annual Multidisciplinary NET Medical Symposium, held each fall. Ten to twelve oral abstracts are selected for presentation in two education sessions at Symposium.

Possible outcomes of your submission: 1) Your abstract is accepted and you are asked to give an oral presentation on the topic as well as a poster presentation; 2) Your abstract is accepted and you are asked to provide a poster presentation; 3) Your abstract is rejected.

For reference in writing a successful abstract, visit the [NANETS Abstracts Page](#) for links to the previous year's Featured Abstracts.

Abstract Submission Process

- Abstracts must be submitted via our online system by the deadline of June 12, 2020 (11:59 pm Pacific Time) per the instructions on the submission form. Photocopies or facsimile copies will not be accepted and will be discarded.
- **Login:** You will be asked to create a new account to submit your abstract (NOTE: previous years' usernames and passwords will not work). You can edit your submissions any time before the June 12 deadline by logging into your account.
- If no author listed on the abstract can present the poster at the symposium, the abstract must be withdrawn by July 31, 2020.
- The presenting author must register and pay for the NANETS symposium no later than July 31, 2020 or the abstract will be pulled from the abstract book, poster session, and will not be published in Pancreas.
- You will be sent an email confirmation that your submission was received.
- Possible outcomes of your submission: 1) Your abstract is accepted and you are asked to give an oral presentation on the topic as well as a poster presentation; 2) Your abstract is accepted and you are asked to provide a poster presentation; 3) Your abstract is rejected.

Submission Deadline: June 12, 2020 (23:59 PST)

General Guidelines

1. Abstracts must include the following four sections:
 - a. Background
 - b. Methods
 - c. Results
 - d. Conclusion
2. Figures and illustrations are not permitted.
3. Do not include references. Any references included will be removed.
4. The word limit for all four sections is 300 words, to include the abstract title, body including section titles, and table. The word count does not include author names or institutions. One data table is permitted per abstract.

Once you log in, you will see your abstract progress. Each section contains instructions. If you have submitted your abstract and would like to make changes, you can do so by reopening your abstract submission before the June 12th deadline.

Section Instructions

Title, Category and Type

Title: The title should clearly identify the contents of the abstract. Please do not identify the company or institution name in the title. Enter the title exactly as you would like it to appear. Titles are case sensitive.

Category: Select the primary category for your abstract. Reviewers may modify the category after submission.

Type: Select if you are submitting for consideration for an Oral Presentation *and* Poster or Poster Only.

Authors and Affiliations

Authors and Affiliations: Each author is entered on a separate line. First names should be complete and not just given as an initial. Each author may have up to two affiliations. Please make sure that if multiple authors share the same affiliation that the affiliation is entered exactly the same for each author. You may have up to 20 authors per abstract.

First Author: Should be listed first. You may change author order after submission. The author order in the abstract book will be based on the order you select.

Presenting Author: Please indicate which author will be the presenting author. **If the presenting author is not registered to attend the conference, the abstract will be removed from the abstract book and Symposium program.**

Corresponding Author: All email regarding the submission will be sent to the submitter. Additional emails can be added or edited during submission.

You are required to obtain the approval of all co-authors before placing their names on the abstract. Failure to do so will result in the immediate rejection of the abstract.

If submitting an abstract on behalf of someone else, you must provide the contact information of the author you are representing.

Abstract Content

The word limit for all four sections combined is 300 words, to include the abstract title, body including section titles, and table. The word count does not include author names or institutions. One data table is permitted per abstract.

Abstracts must include the following four sections in order to be submitted for review:

1. **Background:** The problem under investigation or an hypothesis.
2. **Methods:** The experimental methods or protocols used to accomplish the research.
3. **Results:** The key points derived from experiments.
4. **Conclusion:** A summary of your findings that are supported by the data presented.

You can cut and paste text or type directly in the section boxes. You do not need to enter each section header; it is generated automatically when you submit.

Tables

Tables must include a title, are restricted to conclusive findings and are limited to 10 single rows and 4 columns. Tables must be less than one-quarter the size of the complete abstract. Tables may not substitute for the required sections. Tables are included in the word count. Merged cells, shading and other formatting are not permitted. Reviewers reserve the right to request modified tables prior to publication. Figures and illustrations are not permitted.

Table Header - This is the overall title of the table and will be centered across all columns

Table Footer - This is the footer of the table and will be centered at the bottom of the table.

References

Do not include references. Any references included will be removed.

Questionnaire

1. Is the presenter a NANETS member? Select Yes/No/Not at present but will join prior to Symposium
2. Has the primary author previously presented this abstract? If yes, enter details such as name, location and date.
3. Receive anonymous reviewer comments? Anonymous reviewer comments may be available upon request.

Travel Grant

Please refer to the travel grant specifications above.

1. Select the type of travel grant, if any, you would like to be considered for.
2. Enter the name of the travel grantee.
3. Select the category of the traveler. Note that graduate students and resident are required to submit a letter of support from their program director. Upload the letter on the Travel Grant Support Letter page.

Affirmations

Read each affirmation statement carefully. You must select “I agree” in order to submit the abstract.

1. I certify that this study has been approved by any applicable oversight/ethics committee (e.g., IRB, EC, IACUC, etc.)
2. I understand that NANETS has the right to publish all accepted abstracts in the Abstract Book.
3. I understand that the submission of an abstract does not guarantee acceptance for presentation at the Annual Symposium.
4. I understand that if accepted for oral presentation I am responsible for registering for the Symposium and arranging for travel to Montreal, Canada. (Up to 10 travel grants may be awarded. Please be sure to complete the questions on the Questionnaire page if you are interested in applying for a travel grant).
5. I understand that, if accepted for oral presentation, I must be a member of NANETS in good standing at the time of presentation.

Preview and Finish

The summary page shows all parts of your submission already completed. If there are any missing required fields, a message is displayed in red. If your submission is complete, please click **Finish Submission and Close** at the bottom of the page or on the right hand side. If you are not ready to submit, you can close the window and return at a later time, log in and finish your submission. If you submit and would like to make changes, you can do so by logging in and reopening your submission. Editing will be allowed up until the submission deadline.

[Submit an Abstract](#)

Questions

Technical Issues: Please contact nanets@support.ctimeetingtech.com.

Content Questions: Please contact NANETS Staff at staff@nanets.net or (650)762-6387.

