**UPDATED**

NANETS 2020 Abstract Submission Process

Call for Abstracts Extended to July 20, 2020

The 2020 Symposium is being reconfigured into a newly formatted *Multidisciplinary NET Medical Virtual Symposium* (#NANETSgoesvirtual). Opportunities to present abstracts will be offered virtually.

**Invitation to Submit**

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, 2019.

**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

NET medical research experts serving on NANETS’ Scientific Review & Research Committee score abstracts based on the following criteria:

1. Quality of the research
2. Importance / significance of the topic to the symposium
3. Content of the abstract
4. Adherence to submission criteria

Possible outcomes of your submission:

a) Your abstract is accepted and you are asked to give an oral presentation as well as a poster presentation during the Multidisciplinary NET Medical Virtual Symposium;
b) Your abstract is accepted and you are asked to provide a virtual poster presentation;
c) Your abstract is accepted and your poster will be posted on the NANETS website;
d) 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.

Important dates to remember:

- 2/11/2020: Abstract submission system opens
- **7/20/2020: *Extended* abstract submission deadline**
- On or about 8/15/2020: Abstract notifications sent
- 8/31/2020: Last day for authors to confirm their oral/poster presentations.

Online Submission System

Abstracts must be submitted through NANETS’ online portal. Photocopies, facsimile copies or email attachments will not be accepted and will be discarded.

Abstracts must be submitted via our online system by the deadline of July 20, 2020 (11:59 pm Pacific Time) per the instructions on the submission form.

**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 July 20 deadline by logging into your account.

You will be sent an email confirmation that your submission was received.

If there is no author available to present the abstract or poster (if accepted), the abstract must be withdrawn by August 31, 2020.

Communication

All communication will go through the online submission system. The identified “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.

Technical issues can be addressed to: nanets@support.ctimeetingtech.com
Content questions can be addressed to staff@nanets.net.

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.

Online Submission
Step-by-Step Instructions

https://cpaper-us.ctimeetingtech.com/nanets_2020/login

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 July 20 deadline by logging into your account.

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 July 20 deadline.

You will be sent an email confirmation that your submission was received.

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.

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 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.

Questions

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

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