

STSA 63rd Annual Meeting Abstract & Surgical Video Submission Guidelines

You are invited to submit abstracts and surgical videos for the Southern Thoracic Surgical Association (STSA) 63rd Annual Meeting to be held at the Naples Grande Beach Resort in Naples, Florida, November 9-12, 2016.

Abstract and video submissions will be accepted until **Monday, April 4, 2016 at 11:59 p.m., Eastern Time**. Accepted submissions will be presented at the STSA 63rd Annual Meeting as oral presentations or surgical videos.

STSA was founded more than 60 years ago with the purpose of disseminating knowledge and information and to encourage and stimulate progress in the fields of thoracic and cardiovascular surgery. A secondary objective is to promote fellowship among thoracic surgeons. These objectives are accomplished each year through the STSA Annual Meeting.

The STSA Annual Meeting is the premier forum to disseminate information to the cardiothoracic surgery community. Accepted oral presentations are submitted for publication consideration to *The Annals of Thoracic Surgery*, which has a circulation of more than 8,000 subscribers.

Please follow these instructions to submit an oral or surgical video abstract for the STSA 63rd Annual Meeting:

- Access the online submission site via a link on the STSA website at www.stsa.org/abstracts.
- You **do not** have to be an STSA member in order to submit an abstract or video.
- If you have not previously logged into the submission site, you must create an account by clicking on the "Create an Account" link in the menu bar on the left side of 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 STSA regarding your abstract(s). Should any e-mail addresses change prior to the STSA Annual Meeting, please provide the updates to stsa@stsa.org.
- Once you begin entering an abstract or video submission, you have until **April 4, 2016 at 11:59 p.m., Eastern Time** to submit your abstract and/or video for review. Prior to submission, your abstract/video is saved in the drafts portion of the submission site. Draft submissions are not submitted for review.
- 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.
- When submitting an abstract and/or video for review, make sure you click the submit button one time only. Please do not enter duplicate submissions.
- Once you have completed the submission process and submitted your abstract or surgical video for review, you will receive an e-mail confirmation. Please save this confirmation information for your reference and use the abstract/surgical video abstract number in any correspondence you have with STSA regarding your abstract and/or surgical video. **If you do not receive an e-mail confirmation, please contact technical support at ts.acsupport@thomson.com or call 434-964-4100.**
- If you have forgotten your password, visit the submission site and click on the "Forgot Your Password?" link on the left menu bar. You will be prompted to enter your e-mail address and your password will be e-mailed to you.

Oral and Video Abstract Submission Specifications:

- **Abstract Limit:** There are no restrictions on the number of abstracts you may submit.
- **Character Limit:** There is a limit of 1950 characters, including spaces (approximately 250 words), for the text of your abstract submission. Titles, authors, institutions, tables, and images will not be counted. You will be advised of the character count usage throughout the submission process as you save and continue through each step.
- **Title and Body:** Capitalize the first letter of each word in the title; please do not enter information in all upper case or in quotation marks. Single space only. No double spacing permitted. No hard returns. You may copy and paste your abstract body into the appropriate abstract sections.
- **Special Characters and Formatting:** If you copy and paste the title and/or body from your word processor, special characters should transfer, but formatting will not. You can insert special characters and/or formatting tags

using the **character palette**. To access the character palette, click on the “Special Characters” button located on the Title/Body page.

- **Tables and Images:** You may add one (1) table and one (1) image to your submission. Tables and images will appear at the end of your abstract
 - Images will be displayed in black and white and should be between 300 and 600 dpi.
 - The final printed width of an image is approximately 3 inches. The image displayed on screen will be similar to the print size. All text within the image should be large enough so that it is readable when the image is printed or viewed on screen.
 - Color images should be RGB only.
 - Files should be in one of the following formats: .gif, .jpeg, .tiff, .eps, or .bmp. PowerPoint images are not permitted.
- **Other:**
 - There should be no reference to institutions or company/product names in the body of the text.
 - 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.
 - Full names of all authors and their disclosures must be provided as requested.
 - The institution name, mailing address, telephone number, and e-mail address information of the presenting author should be provided with titles and appointments omitted.
 - When percentages are used, the absolute numbers of derivation must be stated.
 - All abstracts must be structured using the following section headings, or they will not be accepted:
 - **Objectives** – A brief statement on the objectives of the study and the current state of research in the field. **What quality gap (limitation or problem) with the practice of cardiothoracic surgery does this research address?**
 - **Methods** – The methods of study or experimental approach must be defined briefly.
 - **Results** – A summary of the study results, including sufficient details to support those conclusions. These may be presented in a brief table.
 - **Conclusions** – 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 our clinical or research knowledge or strategies?**
 - History abstract authors must submit abstract title and body; section headings are not required.

Surgical Video Abstract Specifications:

- An abstract must be submitted along with each surgical video submission.
- Information for all authors involved in the submission must be entered via the online submission process. The identity of the authors, institutions and/or names of hospitals should be excluded from the surgical video submission.
- The surgical video may not exceed eight (8) minutes in length or 500 MB.
- Use File Upload step at the bottom of the Submission page to upload your file.
- Accepted file types are: .mov; .mpeg; .mpg; .mpg-4; .mp4; .m4v; .wmv.
- Uploading of files should be done with a high-speed internet connection.
- Wait until your file has completely loaded before moving to the next step.
- Please contact ScholarOne Support at ts.acsupport@thomson.com if you have trouble uploading your file.
- **For purposes of review, sound should be included.**
- **The identity of the surgeon, institution, and/or name of hospital, should be excluded from the actual video submission. Any patient identifying information must be excluded or obscured from video films and narration.**
- **If the video is selected for presentation, live narration by the presenting author is required for participation in the surgical motion pictures program.**

Orals & Surgical Video Abstract Categories:

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

- 1. Adult Cardiac**
 - a. Aortic
 - b. Basic Science Research
 - c. Cardiac Transplantation / VAD
 - d. Ischemic Heart Disease
 - e. Miscellaneous (Arrhythmias, Tumors, etc.)
 - f. Valvular
- 2. Congenital**
 - a. Adult Congenital Heart Disease
 - b. Basic Science Research
 - c. Neonates and Children
- 3. General Thoracic**
 - a. Basic Science Research
 - b. Esophageal Disease
 - c. Lung Cancer
 - d. Lung Transplantation
 - e. Miscellaneous
 - f. Other Lung
- 4. Surgical Education**
- 5. Simulation and Team-Based Learning**
- 6. Patient Safety**
- 7. Lessons Learned from Intraoperative Problems, Misadventures, and Disasters**

Hawley H. Seiler Residents Competition Award:

- This award is presented for an outstanding paper by a cardiothoracic or general surgery resident. It is bestowed upon the resident excelling in the following categories regarding their abstract submission: quality of abstract as well as manuscript and oral presentation. The award is named after STSA Past President and founding member Hawley H. Seiler, MD.
- If the author wishes to be considered for the Hawley H. Seiler Residents Competition Award the checkbox on the Awards page must be selected.
- Selected by a panel of cardiothoracic surgeons from the STSA Executive Council and the Program Committee, the award winner will be announced at the November 12, 2016 Annual Awards Dinner & Dance. They will receive a monetary award and plaque immediately following the meeting.
- Only abstracts submitted and presented by residents indicating their willingness to participate in the Resident Competition will be considered for this award.
- Authors of abstracts accepted for the Hawley H. Seiler Residents Competition must submit a manuscript for their presentation to STSA headquarters office no later than October 24, 2016.

STSA Abstract Submission Guidelines & Policies:

- Abstracts and surgical videos chosen for presentation are selected at the discretion of the Program Committee to ensure a fair and balanced program.
- Only electronic abstracts submitted using the online system will be accepted for presentation.
- Only authors may complete submissions; authors will be responsible for the information provided.
- All abstracts and surgical videos must be submitted in English.
- Abstracts presented at the Annual Meeting must have a manuscript submitted to *The Annals of Thoracic Surgery* before or at the time of the Annual Meeting. Manuscripts must comply with all the requirements of *The Annals* as outlined in the [Guide for Authors](#) section of the submission website, including the protection of Human and Animal subjects. All submissions must be submitted online via *The Annals* online editorial office (<http://www.atseditorialoffice.org>). Manuscripts must be submitted by Noon on November 12, 2016. All accepted papers will become the property of the STSA. Publication of papers 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 STSA Annual Meeting, a two-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 two-year sanction rules apply to each abstract returned for revision that is not resubmitted within one calendar year of the request for the revision.

- Data entered into the abstract database cannot be changed after the submission website has closed at 11:59 p.m. Eastern Time on Monday, April 4, 2016.
- STSA reserves the right to withdraw an abstract and/or surgical video at any time.
- The presenting author for each abstract and/or surgical video must be prepared to attend the meeting. If a change of presenting author is needed, STSA must be notified in writing by the primary author no later than three weeks prior to the date of presentation. 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.
- Each presenter is required to complete a Speaker Permission & Release Form.
- **Only unpublished/unpresented work allowed.** Abstracts and surgical videos must summarize an original contribution and must not have been presented, published or accepted for presentation or publication elsewhere. The presenting author attests that the material will not be presented elsewhere if accepted for the scientific program, or published elsewhere if accepted for publication in *The Annals of Thoracic Surgery*. If there is any conceivable question regarding similarity to earlier work or possible duplication or redundancy, it is the responsibility of the presenting author of the paper to consult directly with the Program Committee Chairs, Charles Huddleston, MD and Himanshu Patel, MD. If there is a potential conflict with an abstract or surgical video already presented or published, please notify STSA by e-mail (stsa@stsa.org) of the conflict at the time of submission. Include the title and Control ID number in any correspondence regarding an abstract or surgical video.
- 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 STSA by e-mail at stsa@stsa.org.
- 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 or service. Only those agreeing to this policy are permitted to present at the STSA Annual Meeting. Presenters found not to have attempted to utilize the best available evidence or 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 STSA educational program or product for a minimum of two years subsequent.
- 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 STSA 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.
- Failure to comply with any of the foregoing policies may subject the author or authors to STSA disciplinary action.

On-site Presenter Responsibilities:

- Each presenter is required to check in at the speaker ready room at least two (2) hour prior to his or her presentation time to load and test the presentation slides and/or other material.
- Papers selected for oral presentation during the scientific sessions will be provided with time limits for their presentation and must comply with this limit. Presenters who exceed their allotted time will potentially not be allowed to present future work at the STSA Annual Meeting.

Slide Presentation Requirements:

- All presentations must be 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.

Disclosure Information & Policy:

- Conflict of Interest and FDA disclosure is required by all authors before an abstract and/or surgical video can be submitted within the abstract database. If a potential conflict of interest exists, disclose the name of the organization/company and the potential conflict.
- 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.
- It is the responsibility of the submitting author to identify each co-author on the abstract. Upon submission of the abstract, an email will be sent to each co-author, who will then be responsible for logging into the abstract system to complete her/his individual disclosure.
- All disclosures must be stated orally at the beginning of the presentation, must be written on the first slide of the presentation, and will be noted in published material. Speakers are required to disclose that they have nothing to disclose if that is the case.

Southern Thoracic Surgical Association Policy Regarding Disclosure:

The Southern Thoracic Surgical Association (STSA) will seek thorough financial and commercial disclosure information, according to ACCME requirements and recommendations, from all presenters and moderators participating in an STSA Annual Meeting. Failure or refusal to provide disclosure information automatically disqualifies participation. All disclosure information will be communicated to the learners through appropriate means, including but not limited to the Annual Meeting Program book.

STSA leadership, planning committee members, and staff will also provide disclosure information to be kept on file and communicated to meeting attendees through the Annual Meeting Program Book.

All abstracts and disclosure statements will be reviewed approximately three (3) months prior to the Annual Meeting by staff for unidentified conflicts of interest. Any such potential conflicts will be brought to the attention of the STSA President, Chair, and CME Committee Chair for review and resolution. Any potential conflicts of interest must be resolved before presentation. If a conflict is deemed unresolvable, the paper cannot be presented at the Annual Meeting.

The STSA Disclosure Policy (as outlined below) will be communicated to the learner via the Annual Meeting Program Book.

EDUCATION DISCLOSURE POLICY: As a sponsor of continuing medical education accredited by the Accreditation Council for Continuing Medical Education (ACCME), the Southern Thoracic Surgical Association requires that any individual who is in a position to control the content of an educational activity must disclose all relevant financial relationships (including known relationships of his or her immediate family, department, and partners) with any healthcare-related business or other entity whose products or services may be discussed in, or directly affected in the marketplace by, the educational content. The ACCME defines a "relevant financial relationship" as a relationship of any amount occurring within the previous twelve (12) months. 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 STSA educational programming.

Required disclosures include (1) 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 non-remunerative

position of influence (e.g., as officer, director, trustee or public spokesperson). **NOTE: To avoid confusion with regard to the question of “relevance,” STSA requires that anyone in a position to control content (planners, speakers, authors, volunteer leaders, staff) must review the content they are addressing and disclose relationships with companies that have a material interest in the content being covered regardless of the division of the company for which that relationship exists. For instance, if a speaker will be referencing a product made by the X division of ABC company, but his relationship is with the Y division, he must still disclose the relationship.** 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 STSA educational activities.

Failure to disclose relevant financial relationships disqualifies the individual from being a planning committee member, a teacher, or an author of CME materials, and this individual cannot have any responsibility for the development, management, presentation, or evaluation of STSA CME activities. This requirement is intended neither to imply any impropriety of such relationships nor to prejudice any individual presenter or author. It is merely to identify such relationships through full disclosure, and to allow the STSA to assess and resolve potential influences on the educational activity prior to the planning and implementation of an educational activity. All abstracts and presentations are reviewed for potential conflicts of interest. All conflicts of interest must be resolved prior to presentation. Any abstract / paper with a conflict that is deemed unresolvable will not be presented at the Annual Meeting. If no relevant financial relationships 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 recent 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 or 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.

Withdrawal of an Abstract/Surgical Video:

- To withdraw an abstract or surgical video, the presenter must notify the STSA in writing. E-mail stsa@stsa.org and include the title of the abstract and/or surgical video and the abstract control ID number.
- Persons submitting an abstract and/or surgical video do so with the understanding of the above policies and must abide by the conditions, deadlines, and decisions of the Program Committee.

Abstract/Surgical Video Review Process:

- To ensure fairness, abstracts are read and graded in a blinded fashion with no references to authors or institutions. Abstracts and surgical videos are reviewed by peer reviewers based on scientific merit, originality, and practice gaps identified. The Program Committee is composed of STSA members selected by the President.
- With regard to the discussion of papers at the Annual Meeting, STSA encourages a healthy spirit of constructive critical review and rebuttal via comments pertinent to the content of the paper being presented. Discussions taking the form of "secondary papers" will not be accepted.

Abstract/Surgical Video Final Decision Notification:

- At the time of submission, please ensure all author and co-author e-mail addresses are accurate as this is the only way that you can be contacted regarding the status of your abstract and/or surgical video submission(s).
- On or after May 16, 2016, STSA 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 co-authors. Presenters will receive e-mail notification regardless of the final decision (accept or reject).
- If you move to another location or change your e-mail address, please contact STSA at stsa@stsa.org, or call 800-685-7872 to update your contact information.

Questions

- Technical Support: If you have any difficulty with the submission process, please e-mail Technical Support at ts.acsupport@thomson.com or call 434-964-4100. Technical Support is available M-F from 8:30 a.m. to 8:30 p.m. Eastern Time. The e-mail address and phone number are also available from anywhere on the site by clicking on the "Technical Support" link located in the upper right-hand corner of each page.
- For non-technical questions regarding submissions, contact STSA at stsa@stsa.org or 800-685-7872.