

6th International Symposium on Focused Ultrasound 2018

Abstract Submission Instructions

Important Information – Submission Deadline June 18, 2018

- If you are submitting more than one abstract, you can use the same login for each abstract.
- **All submissions must be uploaded as a Word or Text file.** This is a change from previous years. A template is appended to these instructions.
- Abstract submissions may be amended by uploading a new Word or Text file at any time before the deadline (June 18, 2018). All **completed** submissions will be automatically submitted for review on the day of the deadline.

Abstract Guidelines

Abstracts will be accepted for the following presentation types:

- Oral (7 minute presentation - 5 minutes for presentation + 2 minutes for Q&A)
- Poster
- Either (no preference)

Required Information

Prior to submitting an abstract, please make sure that you have the following information available:

- Contact information for all authors
- Biographies for the presenting author
- Abstract text in a Word or Text file (**no more than 500 words**).
- Images that you would like to upload in addition to your abstract (limited to four per abstract).
- Session Topic

Guidelines

Each abstract will be reviewed by members of the Scientific Committee with expertise in the topic. Abstracts may be selected for oral and/or poster presentation. Only one author (usually the submitting author) may participate in the oral presentation. Authors may submit abstracts of completed work or work in progress. This excludes any work that has already been presented at the national or international level. The submitting author is responsible for obtaining written consent from all authors and appropriate institutions prior to submitting an abstract.

The trade name of a drug/device should not be included in the title of the abstract. If required for clarity, the trade name should only be mentioned once between brackets in the body of the abstract. All direct or indirect industry support should be disclosed under acknowledgements / funding, i.e. "Supported by..." Industry support will be defined as any support for conducting the study, analyzing the data, preparation of the abstract/presentation, or supporting traveling expenses. Employees of business corporations may submit abstracts that feature their employers' products or services if they fully disclose their employment and/or financial involvement. Accepted abstracts may not be sales presentations and cannot imply any endorsement of said products or services by the Foundation. The individual accepted in the oral sessions or poster sessions must make this clear during his or her session.

Poster Information

Poster information (including size, title banner, content, and organization requirements) will be provided once submitting authors have been notified of abstract acceptance. At least one author of accepted poster abstracts must be present at their posters during an assigned session to allow for dialogue with participants.

Accepted poster presenters will be asked to submit their poster PowerPoint files electronically prior to the meeting in order to be included in a searchable poster database accessible to attendees.

Publication

All abstracts will be published in the Symposium program and online at <https://symposium.fusfoundation.org>.

Registration

[Symposium registration is available now](#). All presenting authors of abstracts accepted for presentation are required to register for the Symposium and pay the appropriate fees in accordance with the published fee schedule.

If you have any problems submitting your abstract, please contact Focused Ultrasound Foundation Conference Services at symposium@fusfoundation.org or 434.971.4788 for assistance.

Abstract Submission Process

Abstract Submission

- When you have prepared your abstract as a Word or Text file, go to <http://www.cvent.com/c/abstracts/a4b0773b-07ae-4455-92b4-6f2b867bebae>. Click on the Submit Abstract button and follow the prompts. You will have to login or create a user account.
- You will be taken to a screen from which the submission process starts.
- Submitting an abstract is a multi-step process. Some questions/fields are marked “required,” and you will not be able to complete your submission until these questions have been answered. Questions/fields marked with an **asterisk (*)** are required.
- Authors should be submitted first – you will need all contact information for each author and the biography for the presenting author.
- Do not include the names of authors in the title or text of your abstract. The title should be succinct while clearly indicating the nature of the abstract submission. **Capitalize the first letter of the FIRST word of the title, and do not add a period at the end.**
- Your abstract should be separated into the following areas and prepared as a Word or Text file: **Title, Background; Materials and Methods; Results; Conclusions; and Acknowledgements/Funding Sources. There is a limit of 500 words for the full abstract. If your abstract has more than 500 words, you will be contacted to revise it accordingly.**
- Please select the session topic that best represents the area of your submission. Please note, abstract submission related to technology and bioeffects projects can be submitted under the clinical indication to which they relate if this is most relevant.
- You will be asked to provide a brief summary of the main points and ideas of research in 300 characters (the Take Home Message of your abstract).
- You will be asked to confirm that the presenting author will register to attend the Symposium and will pay the appropriate registration fees. All speakers must register for the Symposium.
- You will be asked to confirm that the abstract has been approved by all authors and agree to have the abstract published on the Symposium website prior to the conference and in the *Journal of Therapeutic Ultrasound (JTU)*.
- If you have not answered all the mandatory questions, you will be alerted.
- You will receive an email confirming your submission.

Amending a Submission (*You may make changes to your abstract submission(s) at any time up to the deadline.*)

- Log in to the system. You will see your abstract(s) listed. Click the button for Edit Submission.
- Amending an abstract is the same as the original submission process except that the online form will be completed automatically with your previous answers. You do not have to change an answer unless it is incorrect.
- You may delete your uploaded abstract and replace it with a new file.
- When you reach the final step, press “Submit.”

Withdrawing a Submission

If you wish to withdraw your submission, please contact Focused Ultrasound Foundation Conference Services at symposium@fusfoundation.org with the title and reference number of your abstract.

Abstract Template

This is the title of my abstract

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Do not include images in the text abstract upload, but please refer to those images in the text (e.g., Figure 1 represents) and upload the images as separate files as part of the submission process.