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SRS

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SRS IMAST Directions for Abstract Submission

Key Dates

All following deadlines are mandatory. No exceptions will be made.

Abstract submission begins – July 1, 2025 Abstract submission deadline – October 1, 2025 at 11:59pm EDT (US) Abstract Acceptance notification via email – December 10, 2025* Abstract Presenter Acceptance deadline – January 6, 2026* 33rd IMAST in Toronto, Ontario, Canada– April 15-18, 2026

*Dates tentative and subject to change. Check the meeting website for updates.

Note: Presenting authors of all accepted abstracts will be required to formally accept the invitation to present and confirm their presentation by registering for IMAST by January 6, 2026.

Abstract Submission Limitations

- Abstracts can be submitted by SRS members and non-members.
- There are no restrictions on the number of abstracts you may submit.

Start your Abstract Submission!

Visit https://imast.owpm2.com/

Select "Click here to submit/edit your submission."

Login

- Existing SRS members and those who submitted an abstract in 2020 or later already have an account.
- New Users should click on the "New Users" link.
- If you cannot remember your login information, please click on "Forgot your password?" at the bottom of the page.

• Verify that all your contact information is accurate, <u>especially your email address</u>. All abstract submission system confirmations and communication are conducted via email.

Financial Relationship Disclosures

The Scoliosis Research Society (SRS) must ensure balance, independence, objectivity, and scientific rigor in all educational activities. Therefore, as a person who is in a position to influence or control the content of a CME activity, ALL abstract authors must disclose **all financial relationships held in the past 24 months with ineligible companies.** * If the financial relationship has occurred in the past 24 months, but has since ended, we still require you to disclose the relationship. Visit this link to disclose: <u>https://imast.owpm2.com/author</u>

The username is the email associated with your abstract and the password is your first name.

*An ineligible company is an entity whose primary business is producing, marketing, selling, reselling, or distributing health care goods or services consumed by or on patients. For specific examples of ineligible companies visit accme.org/standards.

Abstract Submission

To begin your Abstract Submission:

- Click on the "Add a New Submission" button on the main page. You will also see "Add a New Submission" on the menu in the upper right-hand corner of the page.
- Select the "Abstract Submissions Podium and E-Point Presentations" option
- You will then be directed to the <u>Submission Menu</u> Site. Click on each item to complete. **All** items must be completed for the abstract to be submitted.

The following directions explain the electronic abstract submission process for the SRS Annual Meeting and International Meeting on Advanced Spine Techniques (IMAST). **Please review this guide prior to submission**. Missing deadlines or requirements will result in abstract disqualification.

Creating & Adding Authors

- To add an author with an existing abstract system account, type the author's last name in the 'Search for an Author in Database' section located on the *Author and Disclosure Panel* page.
- If there are no results for the author's name in your search, **DO NOT AUTOMATICALLY CREATE A NEW ACCOUNT FOR YOUR AUTHOR.** Please check to ensure correct spelling of the author's name and try other search parameters if able.
 - If your search yields multiple name results, please ensure you have selected the correct author. Click on the author's name to view detailed contact information. If you are unsure which result to choose, please contact your author to confirm.
 - Please ensure that you enter the correct author email address & that it is spelled correctly. Authors will **not** receive email notifications if there are any errors.
 - If your search yields more than one account for the same person, please contact technical support at education@srs.org so they can merge the duplicate accounts.
- Once a new author is added, the author will receive an email notification that an account was created. They will also be prompted to log in and complete their mandatory Financial Relationship disclosure form.

- All authors should add <u>srs@owpm1.com</u> and <u>imast@owpm2.com</u> to their safe sender list.
 - Missed email notifications may result in author failure to complete the mandatory Financial Relationship disclosure form on time, which will result in abstract disqualification.
- The abstract submitter is **not** automatically listed as an author on the abstract. If you are submitting an abstract for which you're also a listed author, you must add yourself to the author list.

Presenting Author Designation & Author Order

- To designate the presenting author, select "is Presenter" next to the author's name.
 - The presenting author for accepted abstracts can be changed after submission, but no later than January 23, 2026.
 - To designate co-authors as correspondents on the abstract submission, check the box next to their name. There is no limit to how many co-authors you can select as correspondents on the abstract.
 - The submitting author and all designated correspondents will receive emails about the abstract.
- Authors will be listed on the abstract in the order entered by submitters. Please confirm the correct author list order before submitting your abstract.
- Authors can only be added to an abstract if they have an existing author account in the abstract submission system AND a completed Financial Disclosure Form.

Character Limit

- There is a 2,500 character limit for all submissions.
 - The character count includes: titles, spaces, abstract body, and captions for tables, figures, and images.
 - \circ $\;$ The count does not include authors or institutions.
 - You can view your character count in the bottom left-hand corner of the "Abstract Details" tab.

Title

- The title must be entered in title case: <u>https://apastyle.apa.org/style-grammar-guidelines/capitalization/title-case</u> The submission system will prompt you to correct your title case if entered incorrectly.
 - Correct title case = Scoliosis Will be Discussed at the Meeting
 - Incorrect = SCOLIOSIS WILL BE DISCUSSED AT THE MEETING
 - Incorrect = Scoliosis will be discussed at the meeting
- Do not use formatting tags in the title.

Declarations

- Use of Product Names
 - Presentations that utilize product names will receive additional scrutiny during the CME review process and presenters will be asked to remove the product name at the discretion of the CME Committee. Please use a generic name instead of a specific product name. *Review the product specific glossary for more information.*

- FDA Disclosure
 - This disclosure will be noted in program materials if your abstract is selected and you indicate that the presentation will include discussion of non-FDA approved products or techniques.
 - Disclosing an intent to discuss non-FDA approved products will NOT preclude your abstract from acceptance.

Attachments

- Only one (1) attachment is allowed per abstract.
- Attachments can include tables, images, or supplemental data.
- Accepted file type: JPEG

Submitting Your Abstract

- When all required information is entered, a proof of your abstract will "pop up" for you to review.
- Once you have closed the proof, you will be automatically redirected to the "My Submissions" page, where you will see all of your abstracts and their current status. From this page, you can edit and review abstracts until the submission deadline of October 1, 2025 at 11:59pm Eastern Time (US).

You will NOT be allowed to edit the content of your abstract after the submission deadline. Accepted abstracts appear in meeting program materials exactly as they are submitted.

Support

For assistance, please contact <u>education@srs.org</u>. Emails are answered within one business day.