



IARS 2017 Annual Meeting and International Science Symposium

Improving Health Through Discovery and Education

May 6-9, 2017 • Washington, DC

IARS Late-Breaking Abstract Submission Guidelines and Instructions

**IARS 2017 Annual Meeting and International Science Symposium
May 6-9, 2017**

**Grand Hyatt Washington Hotel
Washington, DC**

**IARS Late-Breaking Abstract Submission Deadline:
Monday, March 13 at 11:59 pm Eastern**

Issued: Wednesday, February 15, 2017

Late-Breaking Abstract Submissions for the IARS 2017 Annual Meeting and International Science Symposium

To use the IARS Late-Breaking Abstract Submission Site you will first need to set up a profile with username and password (which is sent to via automated email). Once you have set up a profile, login to the Submitter Sign-In. Please read the following instructions before preparing and submitting your abstract for review.

I. Late-Breaking Deadlines, Format and Publication:

A. Submission Deadline:

Submissions must be entered no later than **Monday, March 13, 2017 at 11:59 pm Eastern Time.**

B. Submission Confirmation Notification:

Receipt of all completed submissions will be acknowledged by a system generated email from each Society to the submitter. You will receive an email confirmation for each completed abstract submission.

C. Author Notifications:

The presenting author will be notified by the third week of March 2017 with the status of their abstract submissions by the Society.

D. Submission Format:

All Late-Breaking Abstract Submissions must be submitted online, using the [IARS Late-Breaking Abstracts Submission Site](#) to ensure that all abstract materials including formatting, tables, graphics and scientific characters are correctly received.

You may submit additional abstracts using the green "Create" button, located at the bottom right corner of the page. To edit an existing abstract, click on the abstract title. You may also view, print, or withdraw an existing abstract. Once you have entered an abstract into the system, you may return to the site and login at any time to edit the abstract up until the submission deadline, **Monday, March 13, 2017 at 11:59 pm Eastern Time.**

Note: You may not edit an incomplete abstract that was begun prior to the passing of the extended deadline, Wednesday, February 8 at 5:00 pm for the abstract submission site. You may only allowed to view/print or withdraw this abstract submission. In order to have your abstract considered, you must create a new Late-Breaking Abstract Submission.

E. IARS Late-Breaking Abstracts Prior Publication:

For IARS submissions only: Prior to the IARS 2017 Annual Meeting and International Science Symposium, May 6-9, 2017, in Washington, DC, the information in the abstract cannot be published in an indexed journal.

F. IARS Abstract Supplement Publication:

For IARS submissions only: Accepted IARS abstracts will be available online prior to the IARS 2017 Annual Meeting at http://www.iars.org/education/annual_meeting/. The official IARS 2017 Annual Meeting Abstract Supplement will be available online 30 days after the 2017 Annual Meeting and will include only those abstracts that were both accepted and presented at the Annual Meeting. Please note: Medically Challenging Case Reports are not included in this Supplement.

II. CME Disclosure Information:

The International Anesthesia Research Society (IARS) makes every effort to develop CME activities that are independent, objective, scientifically balanced presentations of information. The IARS has implemented mechanisms requiring everyone in a position to control content to disclose all relevant financial relationships with commercial interests. Relevant financial relationships are defined as financial relationships in any amount occurring within the past 12 months, including financial relationships of the spouse or partner of the person in control of content. Disclosure of any or no relationships is made available in advance of all educational activities. The IARS evaluates, and if necessary, resolves any conflicts of interest prior to the start of the activity. Individuals who refuse or fail to provide the required disclosures are disqualified from being a planning

committee member, teacher, or author of CME, and cannot have control of, or responsibility for, the development, management, presentation or evaluation of the CME activity.

A. IARS 2017 Annual Meeting and International Science Symposium: Accreditation Statement

The International Anesthesia Research Society (IARS) is accredited by the Accreditation Council for Continuing Medical Education (ACCME) to provide continuing medical education for physicians.

B. Disclosure Forms: The IARS requires all presenting authors to complete and submit their CME disclosure information prior to completing and submitting their online abstract submission. The disclosure form can be found in the "My Forms" tab at the top of the Late-Breaking Abstract Submission Site. If you have any questions on CME, please email CMEdisclosures@iars.org.

Only one CME disclosure per presenting author is required and will apply to all three meetings (IARS, AUA and SOCCA). Please select all roles you are participating in at the meeting(s).

III. Responsible Conduct of Research:

Following are the standards for Responsible Conduct of Research. The IARS will not consider any abstract that does not follow these standards.

The name of the research ethical review committee varies with country and local custom. In the United States, the committee is called the IRB. Other countries may use other terms for their research ethical review committee, such as "Research Ethics Committee." Some institutions refer to the board that reviews animal studies as the "Animal Care and Use Committee." In this document, "IRB" is used generically to refer to the local board that reviews the ethical treatment of human or animal experimental subjects and grants institutional approval for the study.

A. Human Subjects:

Regardless of the country of origin, all clinical investigators describing human research must abide by the Ethical Principles for Medical Research Involving Human Subjects outlined in the Declaration of Helsinki, and amended in October 2013 by the World Medical Association. This document can be found at <http://www.wma.net/en/30publications/10policies/b3/>. Investigators are encouraged to read and follow the Declaration of Helsinki. Abstracts describing clinical studies not meeting the Declaration of Helsinki criteria will not be considered for publication. If a published abstract is subsequently found to be noncompliant, it will be withdrawn or retracted. Human subjects should not be identifiable. Do not disclose patients' names, initials, hospital numbers, dates of birth, or other protected health care information.

Retain copies of your IRB approval and documentation of written informed consent from each study subject. These documents may be required to address questions about IRB approval and study conduct.

The IARS fully supports the U.S. Department of Health & Human Services Guidelines. The guidelines can be downloaded from <http://www.hhs.gov/hipaa/for-professionals/privacy/special-topics/de-identification/index.html#standard>.

B. Animal Subjects:

Abstracts that describe investigations performed in vertebrate animals must explicitly state that the study was approved by the authors' IRB for animal research (e.g., the Institutional Animal Care and Use Committee). IARS, AUA and SOCCA expect humane and ethical treatment of all experimental animals and that the study was conducted in a manner that does not inflict unnecessary pain or discomfort upon the animal, as outlined by the United States Public Health Service Policy on Humane Care and Use of Laboratory Animals and the Guide for the Care and Use of Laboratory Animals amended in August 2002, and prepared by the National Academy of Sciences' Institute for Laboratory Animal Research. To view the guidelines, click this link: <http://grants.nih.gov/grants/olaw/references/phspol.htm>.

IV. Abstract Body Criteria:

A. Title: Create a title that states a clear reflection of the abstract content. If animals were used in your work, they must be included within the title of your abstract. Please do not leave the submission control number as part of your title.

- B. References:** Provide references in the number in the order in which they appear in the abstract. Only the name of the publication, volume, page number, and year need to be cited.
- C. Introduction:** Provide a brief introduction on the purpose of the study. What is known about the problem addressed by the research, what remains unknown, and how does your research project fill knowledge gaps?
- D. Methods:** Provide clear statements in the following areas: research design; research setting; number of patients enrolled in the study and how they were selected; a description of the intervention (if appropriate); and a listing of the outcome variables and how they were measured. Finally, describe the statistical methods used to analyze the data.
- E. Results:** Begin this section with a description of the subjects that were included and excluded from the study. For those excluded, provide the reason for their exclusion. Next, list the frequencies of the most important outcome variables. If possible, present comparisons of the outcome variables between various subgroups within the study (treated vs. untreated, young vs. old, male vs. female, and so forth). If this type of data would be efficiently presented in a table, include a table in the Images/Charts section of the submission process.
- F. Conclusions:** Summarize the conclusions supported by the data presented in the abstract and further implications of the study.
- G. Language Requirement:** Your Abstract should be submitted in English, be well written and clear (and proofed) and easy to comprehend by the review panel.

In addition to the above criteria, your abstract submission(s) will be reviewed by a panel of expert reviewers on:

- H. Originality:** Were novel concepts or approaches used? Does the abstract challenge existing paradigms or develop new methodologies or technologies?
- I. Scientific Merit:** Does the abstract address an important problem? How was scientific knowledge advanced? Does the study have clinical relevance?
- J. Quality of Research Design and Data Analysis:** Is the study design clearly described? Are issues of reliability and validity of the measures addressed? Are the statistical analyses appropriate for the study design?
- K. Conclusions:** Are conclusions clearly stated? How well are the conclusions justified by the data?

V. Abstract Categories

Following are the anesthesia subspecialty categories available for late-breaking abstract submissions to the IARS Annual Meeting. You must select one category before submitting your abstract. There is a specific tab as part of the submission process where you will select this category, you will not be able to submit the abstract without doing so.

A. IARS Annual Meeting Abstract Anesthesia Subspecialty Categories:

- Airway Management
- Ambulatory Anesthesia
- Anesthetic Pharmacology
- Blood Management
- Cardiovascular Anesthesiology
- Critical Care
- Economics, Education and Policy
- Geriatric Anesthesia
- Global Health
- Liver

- Neuroscience in Anesthesiology and Perioperative Medicine
- Obesity
- Obstetric Anesthesiology
- Pain Mechanisms
- Pain Medicine
- Patient Safety
- Pediatric Anesthesiology
- Perioperative Anesthesia
- Regional Anesthesia
- Respiration
- Sleep Medicine
- Technology, Computing and Simulation, Equipment Monitoring
- Trauma

B. IARS Scholars', Junior Faculty, Resident and Medical Students' Submissions:

Junior faculty members, Post-Docs, Fellows, Residents, and medical students are encouraged to submit their original research for presentation at their Society meeting.

To be included in review and consideration for available awards, be sure to answer the additional question in the abstract submission with your current training stage.

VI. IARS Abstract Award Information

If you would like your abstract to be considered for an award, be sure to answer yes to this question when submitting your abstract. The question is located in the "Additional Information" portion of the abstract submission process.

A. IARS 2017 Annual Meeting and International Science Symposium

The top 30 abstract authors submitted in Clinical Research or Basic Science or by a scholar will be selected by an expert panel of reviewers to present at the Kosaka Best of Meeting Abstract Awards Session on Sunday, May 7, from 4:00 pm to 6:00 pm, at the IARS 2017 Annual Meeting and International Science Symposium.

The top 9 finalists (3 from Clinical Research, 3 from Basic Science, and 3 authors who are scholars) will be selected to present their original research orally during this session. These top 9 finalists will also compete for the top award in their area and a \$500 prize each.

The Kosaka Best of Meeting Abstract Awards Session is supported by the Japan Society for Clinical Anesthesia (JSCA) and the International Anesthesia Research Society (IARS).

VII. Late-Breaking Abstract Submission Formatting Requirements:

A. Submission Limit:

There are no restrictions on the number of submissions you may submit or on the number of submissions that may be accepted for presentation.

B. Character Limit:

The abstract body text must be a minimum of **700 characters** and may not exceed **3,000 characters**. The institutions, abstract title, author listing, references, and any images/charts are **NOT** included in the character count. The system will display your character count usage as you complete your submission.

C. Title and Body:

The title should be entered in proper case. Do not put your title in quotation marks. Do not use formatting tags in the title (with the possible exception of the lowercase tag). Please specify any animals used in your work within the title of your abstract. You may copy and paste your submission body into the appropriate sections. If you reference tables, charts, graphs and images, please include this data with your abstract submission. Medically Challenging Case Report entries should substitute a review of their Case Report in place of Methods.

D. Special Characters and Formatting:

If you copy and paste the title and/or body of your submission from your original file, special characters should transfer, but formatting will not transfer. For best results, copy from text and not a Word document.

E. Images/Charts:

Charts may be created or uploaded in the Images / Charts step of the submission process. There is a limit of five (5) images or charts per abstract.

F. Authors:

Please enter all authors in the order they should appear in the heading of the abstract. Please note: The maximum number of authors allowed for an abstract is seven (7), including the presenting author.

G. Blinded Submission Review:

It is the responsibility of the submitting author to ensure that the abstract submitted is fully blinded. All abstract submissions will undergo a blind review. Blinding means no identification of authors, institution of origin, geographic area, sources of funding or author references may appear in the abstract title, body, images or charts.

H. Abstract Final Proof:

The Society does not proof, edit or correct grammar, spelling, syntax, etc. Carefully proof your abstract prior to its final submission. Make sure that images and charts are included if referenced in your abstract. We recommend a secondary author read the abstract prior to final submission. If you find errors, you may return to the appropriate abstract step on or before **Monday, March 13, 2017**.

I. Completing Your Submission:

If you have not completed all required sections and details, you will not be able to submit your abstract for review. Please note that all important or mandatory steps are marked by an asterisk, therefore if these steps are incomplete the system will not allow you to submit.

VIII. Late-Breaking Abstract Presenting Author Requirements:

A. Registration and Attendance:

All accepted abstracts will require a paid, registered presenter to attend the meeting and present the abstract. Authors (or their designated presenter) of accepted abstracts are required to pay the fee to register to attend the IARS 2017 Annual Meeting and International Science Symposium.

Registration for Abstract Presenting Authors is required by Friday, April 21, 2017. Abstracts without a registered author on or before Friday, April 21, 2017 will be removed from publication in the Society program.

B. Late-Breaking Abstract Presenter Replacements:

If the submitting or contact author is not able to attend the Annual Meeting to present their abstract, they must designate a presenter to register and attend on their behalf. After the site closes on **Monday, March 13, 2017**, you must change your abstract presenter by contacting the Society **in writing** at:

IARS: abstracts@iars.org

IX. Questions and Additional Information:

A. Late-Breaking Abstract Submission Questions:

If you have questions regarding your login for the Late-Breaking Abstract Submission Site, the abstract submission criteria or process, please contact the Society via email at:

IARS: abstracts@iars.org

B. Technical Support:

For technical questions, please contact aisupport@attendeinteractive.com or call toll free at 1-888-480-2031 Domestic / 1-410-480-5224 Domestic on Monday-Friday (9:00 am-5:00 pm EST).

C. Late-Breaking Abstract Author Notifications:

Late-Breaking Abstract Submission Authors will be notified of the status of their submission in the second week of April.