



HSG 2020 MEETING ABSTRACT SUBMISSION

- Regular Abstract Submission Opens: May 28, 2020
- Regular Abstract Submission Closes: June 30, 2020
- Regular Abstract Selection Notification: August 31, 2020
- Late-breaking Abstract Submission: September 9-16, 2020*

**Late-Breaking Abstract Submission period will take place after key print deadlines, and therefore cannot be included in the publication of HSG 2020 Abstracts in Neurotherapeutics®. Poster presenters will still be welcome.*

Link to Online Submission Form →

https://hsg.memberclicks.net/index.php?option=com_mcform&view=ngforms&id=2050080

NEW: Disclosures for **Presenting Authors** are **REQUIRED** in order to submit an abstract. Please be sure to obtain disclosures for your presenting author prior to beginning your submission.

Questions? Email kevin.gregory@hsglimited.org

VIRTUAL POSTER SESSIONS

HSG 2020 will be a virtual meeting, with a mix of live and pre-recorded sessions. All sessions and content will remain as enduring materials for a period of one (1) year following the event.

Attendees will “experience” a virtual event that mimics a similar live event. Abstract posters will be presented in a dedicated virtual exhibition hall. Once in the Poster exhibition hall, attendees will see the titles and a thumbnail image for each selected abstract. When an attendee navigates to a specific poster, they will be presented with an interface that can include a short introductory video, a headshot image of the presenter, a PDF to view the detailed poster, and a Q&A chat box to interact with the poster presenter.

Poster presenters will be required to be available at specific times during HSG 2020 for live interaction via the chat box with attendees. Times will be identified in the final agenda. HSG 2020 is currently being planned so that live presentation times will best accommodate North American time zones, running from approximately 11:00 am Eastern/8:00 am Pacific to 5:00 pm Eastern/2:00 pm Pacific.



Poster presenters will be required to login and configure and/or test their virtual poster exhibit at a time to be determined by the HSG, but up to 2 weeks prior to the scheduled event.

POSTER PRESENTERS

Poster presenters are required to register and attend the Annual Meeting. Registration fees will be waived for the **primary** poster presenter. If the primary poster has already registered and paid any registration fees prior to Abstract Notification, those fees will be refunded by the HSG.

PLATFORM PRESENTERS

Submitters will be given an option to indicate if they are interested in delivering a Platform Presentation of their work at the HSG Annual Meeting. The HSG Publications Committee will review submitted and selected abstracts where the submitter has checked “yes” to choose approximately 2-4 Platform Presentations. Submissions indicating interest in a Platform Presentation will require the author or poster presenter to deliver a 10-20 minute presentation during the main sessions, to be scheduled at the discretion of the Planning Committee.

GENERAL INFORMATION

- Abstracts must be received by 11:59 pm ET, Tuesday, June 30, 2020 to be considered for review by the HSG Publications Committee.
- There is no limit to the number of abstracts that any single author or delegated submitter may submit.
- Abstracts received after the deadline will not be accepted and incomplete abstracts will be considered ineligible for inclusion.
- Abstracts must be submitted online through the abstract submission site. No faxed copies, discs, thumb drives or email submissions will be accepted.
- An abstract may only be submitted to the Annual Meeting once. Duplicate abstracts (reporting the same data) that are submitted under a different author will be administratively withdrawn.
- There is no fee to submit an abstract.
- Abstracts submitted for the Regular Abstract Submission period will be published in the journal *Neurotherapeutics*[®]. A complimentary, special edition Annual Meeting Abstract Guidebook publication will be provided to all Annual Meeting registrants.



ABOUT *Neurotherapeutics*[®]

Neurotherapeutics[®] is the official journal of the American Society for Experimental NeuroTherapeutics (ASENT). The journal publishes original research articles and invited topical reviews related to the treatment of neurological disorders in addition to invited current perspectives, occasional commentaries and invited meeting abstracts. *Neurotherapeutics*[®] appears quarterly in print and online. All articles are posted online in advance of print after copyediting and approval of Author Proofs. The target audience includes researchers and practitioners in the field of neurotherapeutics including neurologists, neurosurgeons, psychiatrists, and pain specialists, as well as basic scientists, and individuals from academia, advocacy, government, and industry.

FORMATTING/SUBMITTING INSTRUCTIONS

Title

- The title should be brief, but long enough to clearly identify the nature of the study. Omit author degrees, titles and institutional appointments.
- Do not include authors in the title. Abstracts containing authors in the title will be administratively withdrawn.
- Authors must be entered in the abstract submission process.

Authors

- Indicate the name and location of the institution where the work was done.
- If an author's name appears on more than one abstract, it must be identical on each abstract.
- Be sure to include the correct name and email address for the primary author upon submission, as this is the only way the HSG will contact authors. Authors will not be able to make changes to any author information past the submission deadline.
- Be sure to include the correct name and email address for the poster presenter upon submission, as this is the only way the HSG will contact poster presenters. Even if the primary author is also the poster presenter, be sure to supply the same information for both.
- Submitters may submit more than one abstract in which they are indicated as the presenting author, but they may only present, if selected, for one Platform Presentation.
- Primary authors, poster presenters, and abstract submitters (if different) will all receive email notifications and communications related to the accepted abstract(s). Please note the HSG is not responsible for communication between authors. Authors should remain in communication about the status of their abstract(s), disclosures, presentation details and all other information regarding their abstract(s).



Author Disclosure

By submitting an abstract to be considered for presentation at the Annual Meeting, you agree that:

- Disclosures will be collected on the submission form at the time of abstract submission.
- Submitters must provide financial disclosures of funding sources and manufacturers of commercial products discussed in the abstract to be considered for inclusion at the Annual Meeting. If disclosures are not received by the deadline provided in the acceptance notice, the work will be withdrawn from the meeting.
- Author disclosure of potential conflicts with a commercial interest, for all authors, must be disclosed.

Abstract Body

The body of the abstract must include the following sections:

- **Background:** summarize the purpose, scope and objectives of the study or research.
- **Methods:** describe the methods used to measure your study/research.
- **Results:** A summary of the results obtained.
- **Conclusion:** A statement of conclusions reached in your study or research. Do not simply state "The results will be discussed." (Abstracts will not be considered for presentation if this statement is made.)

Abstract Size

- The abstract size is limited to 2,500 characters in the abstract body (including spaces). The abstract title, author names and their affiliations ARE NOT counted in the 2,500-character limit.
- Due to print space, formatting, and image quality for print, please do not include graphics, illustrations or tables in the abstract submission. Any table, graphic or image submitted will not be included for publication. Graphics, charts, and/or logos can still be used for the abstract poster.

Abbreviations

- Use abbreviations in parentheses after the full word the first time it appears.

Category and Subcategory

- During the submission process you will be prompted to select a category that best characterizes your research, along with a secondary category if appropriate. These categories will only be used to further classify and sort abstracts for review by the HSG Publications Committee.



Content

- The HSG Publications Committee reserves the right to edit the abstract for spelling or grammar if they feel that there is a reasonable and/or compelling evidence and are otherwise unable to obtain confirmation from the author.
- In addition, logos, charts or other graphics may be removed from the publication due to publisher restrictions or constraints.

Drug Names

- Do not capitalize nonproprietary (i.e. generic) names.

ADDITIONAL INFORMATION

Notifications

- Abstract selection notifications will be sent to all authors no later than August 31, 2020.
- Late-breaking Abstract selection notifications will be sent in early October, no later than October 9, 2020.

Withdrawal Requests

The deadline for requests for withdrawal of an abstract will be included in the selection notification sent by August 31st. Requests for withdrawal of an abstract made after the deadline stated in the notification will not be considered. This deadline does not apply to late-breaking abstracts.

Revisions

All abstracts will be published with the information provided before the submission deadline. As such:

- All authors are strongly encouraged to review all abstract details (including title, author names and institutions, and abstract data) before the submission deadline to ensure the accuracy of all information provided at the time of submission.
- Abstract revisions, including the addition or removal of author names, institution changes and general updates will not be permitted after the submission deadline. This rule is strictly enforced. This deadline does not apply to late-breaking abstracts.

Awards

- The poster presenter will receive complimentary registration to the Annual Meeting.
- Depending on availability of funding, the HSG may provide travel and lodging for the poster presenter. The number of such awards and amount of funding may vary from year to year.



HSG 2020 Virtual Audience Interaction

- Selected poster authors will be required to be online at designated times during the agenda to interact with visitors using a virtual Q&A text chat tool. Poster presenters may optionally make themselves available for their poster chat room at any other time during the virtual Annual Meeting.

Profile Photo/Introductory Video – Virtual Meetings

- Selected poster authors will be asked to provide a head shot photo for virtual meetings.
- Due to the nature of virtual meetings attracting an audience from around the globe covering all time zones, selected authors will be provided an option submit a 2-minute recorded video message that introduces the author and accompanies the presented poster. In the event that attendees cannot attend live interaction sessions with the author/poster presenter, the author can still provide professional context for the abstract.

Ethics Policy

The initial responsibility for adherence to ethical guidelines lies with the responsible investigators submitting their research findings to HSG meetings or journals.

- When reporting experiments with human subjects, authors should indicate whether the procedures followed were in accordance with the ethical standards of the responsible committee on human experimentation (institutional and national) and with the Helsinki Declaration of 1975, as revised in 2000 (World Medical Association Declaration of Helsinki 2000). If doubt exists whether the research was conducted in accordance with the Helsinki Declaration, the authors must explain the rationale for their approach, and demonstrate that the institutional review body explicitly approved the doubtful aspects of the study. The institutional review board should be identified in the Methods section or other appropriate section.
- Studies with human subjects are required to state in the abstract that all subjects gave their consent to the study in accordance with the informed consent regulations of the institution where the research was conducted.
- When reporting experiments using animals, authors should indicate whether the institutional and national guide for the care and use of laboratory animals was followed. The institutional Animal Care and Use Committee should be identified in the Methods section or other appropriate section

Meeting Registration and Expenses

- All selected poster presenters are required to register and attend the Annual Meeting.



- Expenses associated with the submission, travel, technology (internet access, computer, webcam, etc.) and other costs related to the presentation of the abstract is the sole responsibility of the presenting author. Authors submitting multiple abstracts must select a co-author.

Official Language

All abstract posters and platform presentations must be presented in English.

Previous Presentation of Abstracts

- Submitted abstracts may include data that have been presented previously, but should still be of public, as well as scientific, interest.

Late-Breaking Abstract Submission Criteria

Original late-breaking scientific research conducted and submitted after the original abstract deadline will be reviewed for presentation at the Annual Meeting. Abstracts are considered "late-breaking" if the works meet the following criteria:

- The research must be new and of sufficient scientific importance to merit special consideration after the standard abstract deadline. Abstracts should describe either large clinical studies or high-impact translational research that could not be completed prior to the original deadline.
- Late-breaking abstracts cannot be a revision of an abstract submitted prior to the submission deadline.

Poster Formatting Tips

To communicate with all interested attendees, the best approach is to minimize the specific details presented on the poster and to maximize the transfer of information during the discussions. Remember that your scientific message must be legible and clearly stated to the viewer.

PREPARE YOUR POSTER

All poster presenters must submit a PDF of the final poster at least 2 weeks in advance of the event.

Poster presenters are responsible for printing, shipping, and hanging of printed posters, including all associated costs. The HSG will provide directions regarding where presenters should hang their poster.*

**This is not applicable for virtual meetings.*



Dimensions*

Posters should not exceed 4' high x 6' wide board (1.2 meters high x 1.8 meters wide, 48 inches x 72 inches).

**Printed poster dimensions should be appropriately scaled in the submitted PDF and be oriented to landscape view.*

Heading*

The heading must be at least a font size of 150 points (1 ½" or 33mm), indicating the title of the paper, author(s), institution and location, and disclosure information.

**Printed poster font sizes should be appropriately scaled in the submitted PDF.*

Text lettering*

Lettering for text and illustrations must be at least a font size of 36 points (3/8" or 10mm).

**Lettering for text and illustrations should be appropriately scaled in the submitted PDF.*

Depicting Sections

Each section should be numbered with text in a font size of 150 points (1 ½" or 33mm) to guide the attendee through your poster. Color is an effective method for separating sections and adding graphic impact. Try to avoid color combinations that are difficult to read.

**Printed poster font sizes should be appropriately scaled in the submitted PDF.*

Premise

Your poster should include three to five brief sentences outlining information necessary to understand the study, and why it was done. The question(s) to be asked or the hypotheses to be tested should be clearly and succinctly stated.

Methods

Outline your methods briefly, providing only details for new methods, or modifications of older methods.

Graphics



Results presented in the form of a graph or chart are always more effective than blocks of text. Provide a legend for symbols and other details, and interpretation of results below each panel.

Conclusion

State the conclusion succinctly in large type. (Many viewers read this first, hence, it should be concise and easy to understand.)



ABSTRACT FAQs

Q: Where is the link to submit an abstract?

A: From the Huntington Study Group home page, click the Annual Meeting link to the general meeting page, then click on the HSG 2020 link. On this page, scroll down to the section on Abstracts. Direct URL is https://hsg.memberclicks.net/index.php?option=com_mcform&view=ngforms&id=2050080.

Q: When will the abstract submission site close?

A: The submission site closed on June 30, 2020 11:59 pm ET (US).

Q: When will I be notified whether my work has been accepted for presentation at HSG 2020?

A: Notifications will be sent electronically to presenting authors no later than August 31, 2020. Late-breaking abstract notifications will be sent out by early October.

Q: Can I submit my abstract past June 30th?

A: Unfortunately, the HSG does not allow late submissions for the regular abstract period. A late-breaking abstract submission period is offered in September.

Q: What is the abstract fee?

A: There is no fee to submit an abstract.

Q: Where can I find submission guidelines?

A: From the Huntington Study Group home page, click the Annual Meeting link to the general meeting page, then click on the link to this year's Annual Meeting. On this page, scroll down to the section on Abstracts to find a link for the submission guidelines document.

Q: Who can I contact about technical issues (i.e. Login information, abstract formatting – tables, graphs, images)?

A: Please email Kevin Gregory, Director of Education, Communications and Outreach at the Huntington Study Group with any questions (kevin.gregory@hsglimited.org).

Q: When are disclosures due?

A: ALL Disclosures are collected at the time of abstract submission.

Q: How many authors can be on my abstract?

A: There is no maximum.

Q: Are my abstract title and authors tallied in the 2,500-character count?

A: No, they are not. The title should be kept brief, but long enough to clearly identify the nature of the study.



Q: Can tables or graphics be included in the abstract submission?

A: No, they cannot be included in the abstract. This helps the HSG streamline submission and control overall costs of publication assembly. Graphics, illustrations, or tables can be included in the final submitted poster.

Q: What can I do if my research is not completed until after the June 1 deadline?

A: You can submit your work as a late-breaking abstract submission. Visit the HSG Annual Meeting web page for further details regarding late-breaking submissions. The late-breaking abstract submission period will be from September 9, 2020 – September 16, 2020. There is no cost to submit an abstract.

Q: Are we allowed to update author information and make changes to the submitted abstract after the deadline?

A: The only updates allowed after the June 30th deadline are adjustments to an existing author's name and email address NO LATER THAN AUGUST 1, 2020. All author change requests must be sent in writing to kevin.gregory@hsglimited.org. Absolutely no changes to abstract content will be accepted after June 30, 2020.

Q: What if scheduling conflict arises after the author change deadline and the presenting author can no longer attend HSG 2020?

A: Co-authors can present in place of the presenting authors. However, the original presenting author's name will remain listed in the Abstract Guide.

Q: Is there a deadline for withdrawing abstracts?

A: Yes, the deadline is August 31, 2020. Requests to withdraw must be sent in writing to kevin.gregory@hsglimited.org. Withdrawals will NOT be accepted past this deadline.

Q: Is there a deadline that I must register for the Annual Meeting for my work to be considered for presentation?

A: The presenting author must be registered for the Annual Meeting to gain access to the meeting and present their work. The Huntington Study Group recommends registering for the Annual Meeting upon notification that your abstract has been accepted for presentation.

Q: Can I present my work if it has already been presented elsewhere?

A: Yes. If your submission is accepted you may also present at the HSG Annual Meeting, but the work should still be of public, as well as scientific, interest.

Q: Where and when will my work be published if accepted?

A: Accepted abstracts will be published in the October *Neurotherapeutics*[®] journal supplement, which will be available in print and posted online. *Neurotherapeutics*[®] is the official journal of



the American Society for Experimental NeuroTherapeutics (ASENT). The target audience includes researchers and practitioners in the field of neurotherapeutics including neurologists, neurosurgeons, psychiatrists, and pain specialists, as well as basic scientists, and individuals from academia, advocacy, government, and industry.

Q: Will there be a printing service onsite for Poster presentations?

A: The HSG does not coordinate with any specific printing vendors or services. Poster presenters are responsible for printing, shipping, and hanging of printed posters, including all associated costs. The HSG will provide directions regarding where presenters should hang their poster.

Q: What type of video do I need to provide for the virtual meeting?

A: For HSG 2020, a video of the poster author or poster presenter should be uploaded or submitted no less than 2 weeks prior to the event. The video may be professionally recorded, or can be recorded as simply as using a mobile device in selfie mode. Videos should introduce the author and a basic overview of the abstract poster they are about to view, and should be 2 minutes in duration or less.