Welcome to Abstract Submission for the 72nd Annual Meeting of the American Academy of Neurology

April 25 – May 1, 2020
Metro Toronto Convention Centre
Toronto, ON, Canada

Abstract Submission Deadline:
Monday, October 21, 2019
11:59 PM Central Time

THERE ARE NO EXCEPTIONS TO THE SUBMISSION DEADLINE

Rules for Abstract Submission:
For technical support, please contact Mira Smart Conferencing at 1-866-341-9590 between the hours of 8:00 AM - 5:00 PM Central time, Monday - Friday or via e-mail to AAN2020@mirasmart.com.

Please direct all questions regarding member/nonmember information, disclosure, submission policy, rules and guidelines via e-mail to ejackson@aan.com.

CRITERIA
Experts rate the abstracts on scientific merit, breadth of audience interest, and quality of presentation, including compliance with the guidelines and instruction. The AAN encourages international submissions. Please review for proper English usage. If an abstract contains material that has been previously published or presented, that information must be disclosed.

CONTENT
The AAN REQUIRES that all authors organize their abstract body under the following headings: OBJECTIVE, BACKGROUND, DESIGN/METHODS, RESULTS and CONCLUSIONS. There is a maximum of 300 words allowed per abstract. The word count includes the body only. Case reports are allowed and should use the headings that are applicable to their work. Tables and figures are not allowed.

SMALLEST PUBLISHABLE UNIT GUIDELINE
NOTICE: The AAN Science guidelines specifically address the parsing of results of a single research study into multiple abstract submissions. Examples of this approach include: (a) submission of two different abstracts from a single study - one reporting safety data and the other efficacy data - rather than submitting one abstract; and (b) submission of one abstract on efficacy in the entire study cohort, and another abstract on subgroup analyses.

Sometimes identified as the “smallest-publishable unit” strategy, this strategy runs counter to the high standards of scientific presentation at the AAN Annual meeting. Unless a compelling rationale is provided and each abstract clearly cross-references other abstract(s) generated from the same study, the AAN reserves the right to exclude or merge your
submissions.

**TECHNICAL REQUIREMENTS AND ABSTRACT REVISIONS**

Abstracts must be submitted online from the official AAN abstract submission website. Please proofread your abstract before submitting it to ensure the abstract content and author information is correct. Accepted abstracts will be published online exactly as they are submitted. Authors can update abstracts after they have been submitted, but prior to the submission deadline. Minimal changes may be able to be accommodated after the submission deadline by contacting AAN staff at ejackson@aan.com. Any changes made after the deadline may not be reflected in the publication version of the abstract. Significant changes should be made at the time of presentation.

**LETTER OF AGREEMENT**

The AAN is concerned about the perception of industry influence and the science presented at its Annual Meeting. All accepted abstract presenters must complete a Letter of Agreement to present at the AAN meeting. Information about this will be sent with letters of acceptance.

**DISCLOSURE STATEMENT**

All abstract authors are required to complete the AAN Disclosure Statement. The seven disclosure questions are copied below for reference. The disclosure statement will be completed as a step during the submission process. Presenting authors may enter the disclosure information on the behalf of each co-author during the submission process. Disclosure information will be published online in advance of the Annual Meeting. The AAN also requires that you disclose this information to the audience before or during the presentation. Full disclosure is an ACCME requirement to which the AAN must adhere.

The following questions address financial interests or other relationships in which you have received compensation for such things as salaries, ownership, equity positions, stock options, royalties, consulting fees, honoraria for speaking, grants, research support, materials support, speakers bureau fees, advisory board fees, editor-related fees, royalties, or related financial arrangements.

1. Within the past year, did you receive personal compensation from any commercial entity (for-profit business) for employment, consulting, serving on a scientific advisory board, speaking, or other activities?

2. Within the past year, did you receive personal compensation for serving as a journal editor, associate editor, or member of an editorial advisory board? This may include a journal published by your national medical/scientific organization.

3. Within the past year, did you receive any type of compensation, including stock, stock options or expense compensation for serving on a board of directors for a commercial entity (for-profit business)?

4. Within the past year, did you receive license fee payments, royalty payments or contractual rights to receive future royalty payments from technology, or inventions that have been licensed or sold? (This does not include royalties from publishing.)

5. Within the past year, did you or any of your immediate family hold stock or stock options greater than 5 percent of the company or greater than $10,000 in value (whichever dollar value is lowest) in a company sponsoring research with which you were involved as an investigator? (This excludes investments in mutual funds held by you or your dependents.)

6. Within the past year, did you or any of your immediate family hold stock or stock options greater than 5 percent of the company or greater than $10,000 in value (whichever dollar value is lowest) in a company whose medical equipment or other materials related to the practice of medicine? (This excludes investments in mutual funds held by you are your immediate family.)

7. Within the past year, did you receive research support from any commercial entity?
AAN STATEMENT ON COMMERCIAL INTEREST PRESENTERS
The content of the accredited CME activity is limited to basic science research (e.g., pre-clinical research, drug discovery) or the processes/methodologies of research, themselves unrelated to a specific disease or compound/drug. In these circumstances, the faculty, if an industry employee, will not be permitted to present content that is related to clinical applications of the research/discovery or clinical recommendations concerning the business lines or products of their employer.

INDUSTRY INTERACTION
Guidelines to govern the interaction between Annual Meeting speakers (including directors, faculty, cochairs, and abstract authors) and industry (any entity producing, marketing, re-selling, or distributing health care goods or services consumed by, or used on, patients) and their third-party representatives

For AAN speakers:
- Directors are responsible for selecting speakers without influence from industry.
- Content creators are responsible for creating program content without influence from industry.

For industry employees and/or their third-party representatives:
- Industry employees cannot be AAN award recipients.
- Industry employees cannot serve as a course director.
- Industry employees cannot serve on CME content-creating committees (including the Meeting Management Committee, Science Committee, Education Committee, Conference Subcommittee, Abstract Reviewers and Topic Workgroups).
- Industry employees cannot serve as plenary session speakers.
- Persons, exhibitors, companies, or organizations must not display or demonstrate products, processes, or services; solicit orders; or distribute advertising materials anywhere in the exposition facility (outside of the Exhibit Hall) or in any hotel contracted by the AAN. This includes all programming areas (such as courses, poster and platform sessions, experiential learning areas, and AAN-associated events). The AAN does not allow industry promotion/advertising within 125 yards of the Convention Center or the Headquarters Hotel(s).
- Industry employees are permitted to be abstract authors.
- Industry employees may serve as course faculty, provided that the content of their talk is limited to basic science research (e.g., pre-clinical research, drug discovery) or the processes/methodologies of research, themselves unrelated to a specific disease or compound/drug.

In instances where a company may be providing support for an Annual Meeting program:
- Industry supporters and/or their third-party representatives cannot create or influence content for education and scientific presentations.
- Industry supporters and/or their third-party representatives cannot supplement faculty travel expenses.
- Industry supporters and/or their third-party representatives cannot approach education and scientific program faculty concerning conference reports or other program summaries.
- Industry supporters and/or their third-party representatives cannot create any promotional materials (print, digital, social media, or otherwise) in relation to AAN education and/or science programs, including courses, posters and platform sessions, experiential learning areas, and AAN-associated events.

PREFERENCES
Using the dropdown menus under Topic Choice, indicate the topic under which you want your abstract reviewed. Please select the topic and subtopic which most accurately reflects your abstract topic. Authors can also select a secondary topic and subtopic. Note: Final decision on presentation type (poster or platform) is determined by the Science Committee. Please do not submit your abstract if you are not willing to present in a particular format.

FIRST AUTHOR
First authors may submit a maximum of two abstracts (excluding abstracts submitted to Practice, Policy, and Ethics, Research Methodology and Education, and History of Neurology). There is no maximum number for co-authors — an
author can serve as a co-author on as many abstracts as applicable. For groups submitting multiple abstracts, we ask that no single individual present more than two abstracts in platform sessions. We encourage younger members of the Academy to present work in which they are involved. First authors are also the contact author for the abstract.

**PRESENTATION**
Accepted abstracts are presented in either platform sessions, poster sessions, or Neuroscience in the Clinic programs. The AAN’s Science Committee makes the final decision of abstract assignment and approval based on scientific merit and program considerations. Authors later withdrawing their abstracts based upon the presentation type that has been selected for their abstract may be subject to AAN sanctions. All presenters must register for the Annual Meeting and will be REQUIRED to pay the Annual Meeting registration fee. If the first author is not planning to attend the Annual Meeting, then a co-author or colleague may present the work. In this scenario, the first author would not have to register, but the co-author or colleague presenting the work would have to register. Changes in presenter should be emailed to ejackson@aan.com and include the abstract title, ID number, and the presenter’s name.

**PAYMENT**
A $200 non-refundable fee will be charged for all abstracts submitted by non-members. A $100 non-refundable fee will be charged for all abstracts submitted by members. The AAN encourages trainees to submit abstracts, and PhD Candidates, Junior Fellows, Junior Interns, Junior Post Docs, Junior Residents and Students (Medical or Graduate) may submit their abstract at no charge. The submission fee for the abstract is based on the first author’s training status. Your abstract will not be considered complete if you are required to submit payment but fail to do so. If an abstract is submitted, and subsequently deleted by the author, no refund will be processed.

**PUBLICATION**
There are an increasing number of commercial organizations that are offering highlights of annual meetings, including that of the American Academy of Neurology. At times, individuals from these organizations may indicate that they have some relationship with the Academy and will ask for you to provide illustrations or tables, or major elements of your presentation for inclusion. While it is the goal of the Academy to bring material presented at the Annual Meeting before the public and the profession, we want to let you know that any communication regarding your presentation before or after the AAN Annual Meeting will only be through the Academy Office. Any unauthorized use of Annual Meeting presentation material may result in AAN sanctions. The embargo for abstracts that will be presented at the meeting is in effect until the date and time of the abstracts being released online in early 2020.

**HUMAN AND ANIMAL RESEARCH**
The submitting author certifies that any work with human or animal subjects reported in this abstract complies with the guiding principles for experimental procedures endorsed by the American Academy of Neurology. Abstracts must comply with ethical guidelines for human and animal research, and authors may be asked to supply added documentation.

**WITHDRAWALS**
Withdrawal requests are permitted until April 15, 2020. However, not all withdrawals will be reflected in print or online publications depending on when the withdrawal request is made. Withdrawal requests should be submitted to ejackson@aan.com and include the abstract title, ID number, and the presenter’s name. Authors should also provide reasoning for the withdrawal. Authors not notifying AAN staff of withdrawal, notifying AAN staff after April 15, 2020, or not providing a reason for withdrawal will be subject to sanctioning. Because of the limited number of abstracts that are able to be accepted, authors are expected to make all efforts to attend the AAN Annual Meeting to present their accepted abstract. Your payment will not be refunded if you withdraw your abstract.

**ABSTRACT NOTIFICATION**
Abstract authors will be notified in early February 2020 via email the outcome of their abstract submission(s).

**POSTER TAKE DOWN POLICY**
If the abstract submission is accepted as a poster, and at the time of notification of acceptance, presenters may indicate if they would like to have their poster(s) taken down for them by AAN staff at the conclusion of the session. There will be
a $50 fee for poster removal. If presenters want to take their own poster down, posters must be removed by the end of the session or they will be charged the poster removal fee. This is to encourage a clean atmosphere for poster presenters and meeting attendees, as well as maintaining a green meeting environment.

REJECTION
Abstracts will be rejected without review for the following reasons:
• Abstracts received after Monday, October 21, 2019, 11:59 PM, Central Time
• Incomplete submissions and/or incomplete disclosure statement(s).
• Abstracts submitted on forms from previous years.

Instructions for submitted abstracts must be followed completely. Abstracts that do not conform to the prescribed rules will be rejected.