



Paralyzed Veterans of America

SUMMIT 2011: Delivering Excellence — Achieving State-of-the-Art Healthcare

Orlando Renaissance Resort at SeaWorld September 16–18, 2011

Online Abstract Submission Guidelines

Submission Web site will open March 10, 2011

Abstract Submission Deadline: April 11, 2011

Online submission only: www.pva.org

The vision of SUMMIT 2011 is to serve as an educational venue bringing together professionals representing the full spectrum of spinal cord injury (SCI) and multiple sclerosis (MS) healthcare; to support clinicians in their pursuit of maintaining their specialty certification and/or license to practice.

The objectives are to enhance multi-specialty care across the lifespan of individuals with SCI and MS; to assess advances in the delivery of healthcare services; to present innovative models of care management; to improve practice skills of clinicians, surgeons, researchers and administrators; to discuss evidence based medicine; increase body of knowledge on spinal cord injury and multiple sclerosis, their medical complications and consequences; promote educational opportunities; identify research priorities; present data on new developments in assessment and treatment.

SUMMIT Theme:

Delivering Excellence — Achieving State-of-the-Art Healthcare. SUMMIT 2011 will focus on the novel ideas, strategies, and methods to promote and achieve successful outcomes.

Target Audience:

SUMMIT 2011 includes healthcare professionals representing a variety of specialties, working in the spinal cord injury and multiple sclerosis healthcare fields including, but are not limited to: physicians, basic scientists and clinical researchers, physician assistants, nurses, psychologists, social workers, rehabilitation counselors, physical and occupational therapists.

Submission Overview:

Abstracts are intended to represent clinical practice, research or social policy content related to spinal cord injury and multiple sclerosis. The online system will accept submissions until midnight Monday, April 11, 2011. Abstracts will not be returned for editing or proofing. Authors are responsible for ensuring that the text is accurate, concise, clear, and includes information about all sources of funding, if applicable.

All submitted abstracts are required to meet CME/CE accreditation standards to be approved for credit. Abstracts of presentations should be balanced and free of commercial bias. Commercial content, product endorsements, or service related advertisements are not permitted.

For each abstract, you will need to submit/complete the following:

1. Select Topic Category for your submission:
 - a. Spinal Cord Injury: Clinical
 - b. Multiple Sclerosis: Clinical
 - c. Research/Investigational
 - d. Health Care Policy/Administration
 - e. Other
2. Session Title not to exceed 15 words
3. Session Description/Abstract not to exceed 500 words
4. Three measurable learning objectives using action verbs; *i.e.*, describe, explain, discuss, *etc.*
5. When necessary, include a bibliography or cited references
6. All contributing authors/presenters must complete:
 - a. Signed disclosure form for
 - b. CV, Professional Biography, or Résumé, not to exceed 2 pages
 - c. Identify commercial interest or sources of funding, if applicable

Upon acceptance, the final PowerPoint slides of your presentation must be submitted using the online system on or before September 1, 2011. Pending approval from the presenter, PVA plans to make PDF versions of the PowerPoint slides available to SUMMIT 2011 attendees.

Abstracts should include a concise description of the following information: demographics, clinical course, unique characteristics, treatment/intervention, results/outcome, and clinical significance. In the text, an abbreviated word or term must be spelled out at first use with its abbreviation or acronym in parentheses.

Each abstract should contain elements for publication and where applicable: background, research design, methods, results and conclusions.

SUMMIT Abstract Submission Presentation Formats

1. **Platform Presentation:** State-of-the-Art Lecture, Keynote Address, Featured Session, Symposium, Panel
2. **Poster Presentation**

Platform Presentations:

Presentations may be on research or clinical issues and are typically 30 minutes in length, including allotted time for questions and discussion. Information on all contributing authors must be included in the abstract submission, however only the presenters will be listed in the SUMMIT 2011 program.

Presentations may be grouped in 90-minute moderated time blocks according to topic and focus (there are many standalone plenary sessions).

All SUMMIT 2011 abstracts of presentations may also be submitted for review and, upon acceptance, published in a journal.

Platform Presentation Abstract Submission Requirements:

- a. Background: Brief introduction, statement of objectives or hypothesis
- b. Design: Setting, study design, follow-up, outcomes
- c. Methods: Study population, selection criteria, essential features of interventions/observations, statistical analysis
- d. Results: Data analysis should indicate findings in narrative (rather than tabular format), confidence intervals, and statistical significance
- e. Conclusion(s): Supported by evidence, include clinical relevance and application

The abstract should include a summary of information to be presented. Information includes: major themes, expanded version of learning objectives, outline of issues/subjects to be discussed, an overview of case studies, points to be illustrated, and principles to be discussed during the interactive session.

Poster Presentations:

A poster is a visual formatted presentation of a topic using charts, graphs, illustrations, and photographs to supplement a written narrative. The topic may be clinically or research based, or describes new techniques, procedures, or technologies. It provides a visual forum for one-to-one discussion with the presenter. The presenter must be available at designated times, as specified in the program, to discuss information with conferees.

Presenters will have the opportunity to discuss with attendees pertinent issues highlighted in the poster during the viewing sessions. Interactive viewing sessions are scheduled during the SUMMIT 2011. Posters will also be available for viewing throughout the meeting.

Poster Presentation: Abstract Submission Requirements

The abstract must contain all of the following elements:

- a. Objectives,
- b. Problem statement,
- c. Methods,
- d. Data analysis,
- e. Significance and conclusion.

Please keep in mind that reference to equipment, devices or pharmaceutical products must use the correct manufacturer, trade, and generic names; appropriate acknowledgements for financial support must be declared; In all cases, patient anonymity must be protected in accordance with the HIPAA Privacy Law.

Questions/Contact information:

Program-related questions, please contact: Lana McKenzie, RN, BSN, MBA, CCM, Associate Executive Director, Medical Services and Health Policy of Paralyzed Veterans of America at LanaM@pva.org
Technical Assistance, please contact: David O'Donnell, Designing Solutions at it@pesgce.com