Academy of Spinal Cord Injury Professionals, Inc.™
Many Minds. One Vision.

Many Minds. One Vision.
American Association Of Spinal Cord Injury Nurses
American Association of Spinal Cord Injury Psychologists, Social Workers and Counselors
American Association Of Spinal Cord Injury Psychologists And Social Workers
American Paraplegia Society
Therapy Leadership Council On Spinal Cord Injury

Abstract Submission Instructions

2020 Educational Conference & Expo

"One Vision on the Magnificent Mile!"

Chicago, IL
September 6-9, 2020

Submission website open: December 13, 2019
Abstract Submission Deadline: January 17, 2020 Midnight, CST
Online submission only: https://www.firmems.com/ascip/

Preferred Conference Themes – other topics will be considered.

Living well after SCI - Resilience/appraisal, eating well/weight management/metabolic considerations, whole health, sports/recreation and adaptive athletics, accessing community care, sexual health

Emerging Treatments - examples include implanted stimulators, stem cell utility, opioid alternatives, robotics

Ethical Dilemmas at all stages of SCI

Community based Healthcare/Therapy

Submission Overview

- You do not need to be a member of the Academy to submit an abstract.
- Abstracts are intended to represent clinical practice, research or social policy content related to spinal cord injury or disease.
- Commercial content, product or service-related advertisements are **not permitted**.
- The online system will accept submissions until midnight Central Standard Time on January 17, 2020.

- The Academy Program Committee, an interdisciplinary panel, will review and score all abstracts. In addition, abstracts will be reviewed and scored by members of the section boards, Academy Research Committee and a select group of interested members at large.
- **The Academy Program Committee reserves the right to decide on the date, time, and the format for all presentations. If you do not wish to accept the decision of the Program Committee with regard to the format of your presentation then you must notify the FIRM no later than May 15, 2020 so that the program can be adjusted and other submissions can be considered for acceptance.**
- Notifications of acceptance will be made by May 1, 2020.
- If an abstract is accepted for presentation, the presenter must register for the annual conference. **Registration fees are the responsibility of the presenter.** Registration will be open by May 1, 2020.
- Accepted 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 any sources of funding, if applicable.
- Individuals may submit more than one abstract.
- All submitted abstracts are required to meet CME/CE accreditation standards to be approved. They should reflect presentations that are fair, balanced and free of commercial bias.
- Upon acceptance, a copy of your slides or your handout must be submitted to the Program Committee on or before July 31, 2020. The Academy plans to make PDF versions of the PowerPoint slides available to conference attendees, unless the presenter requests that slides not be made public. All slides must use the ASCIP conference template and have a disclosure or lack of disclosure slide.

For each abstract, you will need the following information:

Presenter profile: You must enter a separate profile for each Presenter

- **Prefix**
- **First Name**
- **Last Name**
- **Professional Credentials**
- **Section**: Which ASCIP section do you most closely identify with?
- **Are you a full time student?**
- **Education**: For every degree earned, please include institution and location, Degree, Year, Field of Study
- **Title**: presenter's professional title
- **Institution/Facility**
- **Phone**
- **Extension**
- **Email**
- **Alternate Email** - We will send correspondence to both emails in case your primary address tends to block outside emails.
- **Attach Condensed CV or NIH 2 page biosketch**

** Only complete submissions with CVs or NIH 2 page biosketch uploaded for each presenter will be considered. You will be REQUIRED to enter information and submit a CV for all PRESENTERS after completing this submission page. Additional research AUTHORS are not required to submit profiles.**

Abstract Submission:

- **Presentation Formats:** Platform Presentation Only, Poster Only, Platform Presentation or Poster
  - **Platform Presentation Only**
    - Platform presentations are in-person presentations delivered by 1 or more speakers. A platform may be practice-based or research-based.
    - Platforms presented at other conferences or meetings will be considered provided that the material has not been published as a full manuscript.
    - All *research-based* platform presentation abstracts accepted for presentation at the annual conference will also be submitted for review, and upon acceptance, published in the Journal of Spinal Cord Medicine (JSCM).
  - **Poster Only**
    - A poster is a visually-formatted presentation of a topic using charts, graphs, illustrations, and photographs to supplement a written narrative.
    - The topic may be practice-based or research-based and may describe new techniques, procedures, or technologies. It provides a visual forum for one-on-one discussion with the presenter.
    - The presenter must be available at a designated time, as specified in the program, to discuss information with conferees.
    - Posters will also be available for viewing throughout the meeting.
    - Reference to equipment, devices or pharmaceutical products must use the correct manufacturer, trade, and generic names.
    - Upon acceptance, your poster must be built on the template provided by the Academy. The poster will be printed and delivered to the conference by the Academy. Upon completion of the conference, the poster may be taken home by the presenter.
    - Appropriate acknowledgements for financial support must be declared.
  - **Platform Presentation or Poster-** Choosing this option allows the Program Committee to choose which format they will accept for your presentation. Please follow the directions for both sections above.

- **Target Audience:** Choose the discipline/ASCIP Section that best represents your target audience or choose Interdisciplinary.
- **Presentation Time Request:** Identify desired time of presentation - 15*, 30-45, 45-60 minutes, NA-Poster **Note: Scientific research papers will be 12 minutes with 3 minutes for questions.* The ASCIP Program Committee reserves the right to assign you a time block based on scheduling availability.
- **Trainee Status:** Was the work completed while the LEAD author was a student or trainee?** A student or trainee must be actively engaged in a matriculated academic program, have load greater than or equal to 50% full time, and not working full time. Also includes residents and/or fellows who have expressed interest in SCI/D. This information is used to identify presenters eligible for Trainee Awards (click link for more information).

- **Abstract Type:** Original Research, Case Study/Series, Non-Research/Practice-Based
  - **Original Research or Case Study/Series - Platform Presentation or Poster**
    - Research abstracts must be based on **completed** research and must include data analysis.
    - Original Research does not include quality improvement, program development, clinical practice,

policy, technology review etc.

- An abbreviated word or term must be spelled out at first use with its abbreviation or acronym in parentheses.

Required Fields for submission:

- **Full List of Authors**: First name, Middle name/initial, Last name separated by commas
  - Indicate affiliation(s) with superscript numeral(s) following each last name.
- **Affiliations:** Superscript numeral precedes each affiliation.
  - Affiliation consists of Institution, City, State/Province abbreviation, Country abbreviation)

Author/Affiliation Example:

Steven Kirshblum, MD[1];Sigmund Hough, PhD[2,3]; Lisa Beck, RN, CNS[4], Elaine Rogers, PT, ATP[5]

[1]Kessler Institution for Rehabilitation, West Orange, New Jersey, [2]Harvard Medical School, Boston Massachusetts, [3]VA Boston Healthcare System, Boston, Massachusetts, [4]Mayo Clinic, Rochester, Minnesota, [5]VA Puget Sound Healthcare System, Seattle, Washington

- **Title:** bold type and lower-cased with the exception of the first word, proper nouns, and the first word after a colon. Avoid abbreviations in titles, including SCI.
- **Body of abstract**: Each section is structured as a paragraph with no indents.
  - Mandatory subheads are:

    Objective:
    Design:
    Methods:
    Results:
    Conclusion:
    Source of Funding: If no funding, indicate None.
    Keywords: Five to ten keywords, capitalized (sentence case) and separated by commas

- **<u>Practice-based (non-research) Platform Presentation or Poster</u>:**
  - A practice-based abstract may include quality improvement, program development, clinical practice, policy, technology review etc.
  - An abbreviated word or term must be spelled out at first use with its abbreviation or acronym in parentheses.
  - **Description:** Please provide a detailed description of the purpose, background, content and conclusion of your presentation including its significance for SCI/D treatment and practice. 375 word max.
  - If applicable, please list financial support in sentence form.

- **Learning Objectives**
  - Learner-oriented objectives must be stated in measurable terms which identify observable actions. Specify one action or outcome per objective. (15 word limit per objective)
  - Acceptable verbs to use for objectives include: analyze, arrange, appraise, define, describe, dramatize, repeat, locate, practice, list, discuss, employ, name, explain, illustrate, appraise, assembly, assess, calculate, collect, choose, differentiate, manage, distinguish, organize, revise, rate, etc.
    <u>Measurable Verbs</u> (link)
    <u>Writing Behavioral Learning Objectives and Assessments</u> (link)
    <u>Guide to Writing Learning Objectives</u> (link)

- **References**
    - Cite the evidence-based references used for developing this educational activity. It is the intent of ASCIP to ensure that material being submitted for course approval is current and evidence-based to the extent that there is research to support the content. If research is not available, a written summary of why evidence-based research is not available and a summary of relevance and theory with reference citations is required.

Poster and Trainee Recognition for Research Awards

The Academy Research Committee (ARC) will be offering FOUR trainees/residents/interns** - one from each discipline of ASCIP (APS, PSWC, SCIN, TLC) - the opportunity for a 10-minute plenary presentation on his or her research at this annual event - five minutes will be reserved for audience questions and discussions. There will also be a total of EIGHT poster awards (THREE of which are presented to non- trainees). Presenters and topics will be listed in the conference program and certificates will be awarded to each presenter. If an abstract is chosen as a platform presentation award it will not be eligible for poster award.

*** Must actively engaged in a matriculated academic program, have load greater than or equal to 50% full time, and are not working full time. Also includes residents and/or fellows who have expressed interest in SCI/D.*

Eligibility for Trainee Awards:

- Research must have been conducted as a trainee (undergraduate or graduate) from any discipline associated with our organization within the past 5 years.
- Mentorship must be recognized in the presentation.
- One trainee will be selected to present for each discipline within ASCIP.
- Designate on abstract system that you are eligible for trainee awards.

Available awards:

- ASCIP Best Empirical Research Poster Award
- ASCIP Best Clinical Demonstration Poster Award
- ASCIP Diversity Poster Award
- POSTER for Best Clinical Practice, PSWC Trainee (Adcock).
- POSTER for Best APS Trainee (research, clinical practice or diversity)
- POSTER for Best PSWC Trainee (research, clinical practice or diversity)
- POSTER for Best SCIN Trainee (research, clinical practice or diversity)
- POSTER for Best TLC Trainee (research, clinical practice or diversity)
- PLENARY PRESENTATION: Best APS Trainee Poster (research)
- PLENARY PRESENTATION: Best PSWC Trainee Poster (research)
- PLENARY PRESENTATION: Best SCIN Trainee Poster (research)
- PLENARY PRESENTATION: Best TLC Trainee Poster (research)

Questions/Contact information:

If you have any program questions, contact: Samantha Adams – 2020 Academy Program Committee Chair adamsgirlsam1@gmail.com

If you have any TECHNICAL ASSISTANCE questions for the online system contact:

Michael Cheatham – mcheatham@firminc.com, 217-753-1190 Ext 173