SUBMITTER STEPS FOR SNM ABSTRACTS (exception: Technologist Students)

Please use the following steps (in order) when submitting an abstract (www.snm2011.abstractcentral.com):

Step 1 - TITLE and ABSTRACT BODY: Abstract titles MUST be entered in sentence case format, with all proper nouns appropriately uppercased. Please do NOT enter the title in ALL CAPS or use quotation marks. Maximum character limit for abstracts = 2250 (approx 300 words).

- **CORRECT TITLE FORMAT:** Total variation and Huber prior regularization for OSEM SPECT reconstruction in mesh domain.

- **INCORRECT TITLE FORMAT:** Total Variation and Huber Prior Regularization for OSEM SPECT Reconstruction in Mesh Domain.

Step 2 - FDA DISCLOSURES: Enter FDA disclosures only, for ALL byline authors, during this step. Important: FINANCIAL disclosures are not entered during this step. After the abstract has been submitted, EACH author will be sent an email to submit their financial disclosures individually. NOTE: Failure to include byline authors’ FDA and financial disclosures will result in the removal of the abstract.

Step 3 - PRESENTATION TYPE/CATEGORY: Select track and category, as well as presentation preference (oral/poster OR poster only), for your abstract. Abstracts with presentation type of "Poster Only" will not be considered for oral presentations.

Step 4 - AWARDS: Indicate your interest in being considered for abstract awards by clicking "apply" button. In this step, you may apply for track-specific Young Investigator Award symposia, as well as freestanding (pre-meeting) awards. Initial eligibility will depend on track/category selection.

Step 5 - AFFILIATIONS: Enter the affiliations of all byline authors; only 1 [primary] institution per author is permitted. In the next step [Authors], you will match affiliations entered to each byline author.

Step 6 - AUTHORS: Enter author names and indicate ORDER they should appear in publications. When entering author information, it is important to note the following:

- There is a maximum of ten (10) authors allowed for each abstract (no exceptions).
- Select the PRESENTING Author; this role will default to the corresponding author, unless otherwise specified. The Presenting Author will be expected to present the material at the SNM Meeting, if abstract is accepted.
- Select the PRIMARY Author; this is considered the lead investigator of the submitted research.
- Institutional Author (or Group Authorship): If an Institutional Author (e.g., National Consortium of Nuclear Medicine Practice) is entitled to a byline, a textbox is provided to enter the name of the Institutional Author. NOTE: Do NOT place an individual author or affiliation in this textbox. Institutional Authors do not require the inclusion of financial disclosures.

Step 7 - KEYWORDS: Please enter 1-3 keywords: (1) one selected from a drop down list [MANDATORY] provided, and up to 2 more by typing into textbox as freetext [OPTIONAL]. If your preferred keyword (KEYWORD 1) is not included on the drop-down list, click "Other", then type in as KEYWORD 2.
Step 8 - TABLES: Only 1 [published] table may be included as part of the abstract. The table will appear at the end of the abstract (by default). To embed the table within the body of the abstract, type in "[table]" within the words/sentence for which the table will be located. **MAXIMUM SIZE ALLOWED = 12 rows x 6 columns.**

Step 9 - IMAGES (SUPPORTING DATA): It is strongly recommended to upload a supporting data image (optional). A maximum of one (1) image can be uploaded (1200 x 1200 dpi; 15 MB max). Submitters can also include citations/references in textbox provided. **Note:** Supporting data is not included as part of the overall character count.

Step 10 - DETAILS: All authors must agree to SNM terms and conditions for abstract submissions.

Step 11 - PROOF & SUBMIT: This is the final step for SNM abstract submission. Carefully review all entered data to ensure information is correct before finally submitting the abstract. The "SUBMIT" button will not appear if an error exists (e.g., omission of required data); you must correct the error in order to submit the abstract.

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NOTES & REMINDERS

- **CHARACTER COUNTER:** Character counter (max = 2250 characters per abstract), Control Number, and Submitter’s Name are displayed below the SUBMISSION tab for each step.

- **LATE SUBMISSIONS:** No further submissions will be accepted after the submission deadline (11:59pm ET, January 7, 2011).

- **LATE EDITS:** No further edits/changes/corrections can be made after the submission deadline.

- **REQUESTS FOR WITHDRAWAL:** Authors have until February 3 to cancel or withdraw abstract submission(s). NOTE: withdrawal requests made after February 3 are placed in a “REMOVE FROM PROGRAM” status, which may impact consideration for future submissions.

- **POST-SUBMISSION PRINTING:** Corresponding authors can return to the submitter site at any time to view or print copies of submitted abstracts (go to Step 11 – proof & submit page).

- **CO-AUTHOR FINANCIAL DISCLOSURES:** Emails are auto-generated to co-authors (Step 6) each time an abstract is submitted. It is required that **ALL** co-authors supply their ACCME-mandated financial interests in order to process and publish the abstract.

- **NOTIFICATION OF ABSTRACT ACCEPTANCE/NON-ACCEPTANCE:** Corresponding and Presenting Authors will be notified of accept/non-accept abstracts on Thursday, March 24, 2011.

- **COMMITMENT TO PRESENT, IF ACCEPTED:** The scheduled presenter is expected to present the material, if accepted, at the SNM Annual Meeting, and is **required** to notify SNM at abstracts@snm.org in the event of a change or replacement – on or before March 30, 2011.