

ACTRIMS provides educational programs that allow physicians, scientists, researchers, analysts, faculty, physicians-in-training, and allied health professionals to share and receive information on advances in research and treatment in MS. Guidelines and sanctions will be enforced to ensure that there are no disruptions and the program goals are met.

The guidelines below highlight issues to keep in mind throughout the ACTRIMS program and are subject to change without prior notice. Refer to the program website for additional information.

---

## Abstract Submission Guidelines

### PREPARATION OF ABSTRACTS

- The deadline for regular abstract submission is September 15, 2017; 11:59pm Pacific Time.
- **The extended deadline for regular abstract submission is September 29, 2017; 11:59pm Pacific Time.**
- The deadline for late breaking abstract submission is October 31, 2017; 11:59pm Pacific Time.
- Abstracts must be submitted online only. Abstracts submitted by fax or email will not be accepted.
- Abstracts must be submitted in English. Please use American English spelling.
- Abstracts should contain only original material not published at the time of submission.
- Provide a short specific title indicating the nature of the investigation. The abstract text contains five mandatory sections: background, objectives, methods, results and conclusions. All sections must contain data.
- The title may not exceed 150 characters including spaces. The abstract text must be more than 100 characters but may not exceed 2500 characters including spaces.
- All abbreviations must be defined the first time they appear in the text, e.g. Multiple Sclerosis Impact Scale (MSIS). Do not define abbreviations in the title.
- Avoid complex mathematical formulae. Use the abstract submission website functions for Greek letters, mathematical symbols, special characters and formatting.
- Use generic drug names.
- Tables, charts, or other graphics may not be included and will be deleted.
- During the abstract submission process, one keyword must be selected. Although the theme of the meeting is *Therapeutic Targets in MS: The frontier and the future of disease modifying therapy*, abstract titles are not restricted to those topics.
- During the abstract submission process, the academic position of the first author (ex. student, resident, fellow, assistant professor, etc.) should be indicated.
- Young Investigators have the option to indicate if they would like to be considered for the best oral or poster presentations. Those who would like to be considered for best oral presentation must be willing to make a platform presentation.

*The Scientific Program Committee reserves the right to decide the final allocation and presentation method.*

- All presenting authors accepted for platform presentations are required to submit disclosures of potential conflicts of interest (e.g. grant support, consultancy, membership on advisory boards, speakers' bureau) and source of funding for submissions. Instructions on how to submit disclosures will be distributed upon

notification of acceptance. After you submit your abstract, you will receive a confirmation email with your abstract number. If you do not receive an email confirmation in 24 hours, please contact the online tech support at [actrims@confex.com](mailto:actrims@confex.com) or call Monday to Friday, 8:30am-6:00pm Eastern Time at +401-334-0220.

- Should you wish to make corrections to an abstract already submitted, you may use the gateway link that was emailed to you. Corrections to abstracts can only be made up to the deadline of September 15, 2017; 11:59 Pacific Time for regular abstracts and October 31, 2017, 11:59 Pacific time for late breaking abstracts.
- If you have questions regarding abstract submissions or need assistance, please contact Emily Viles at [eviles@actrims.org](mailto:eviles@actrims.org).

---

## OPPORTUNITIES FOR YOUNG INVESTIGATORS

### Young Investigator Session

Regular abstracts submitted by presenting authors who are still in training, or who have completed their postgraduate training in 2011 or later, may be considered for an Oral Presentation on **February 1, 2017**. Candidates may be residents, postdoctoral fellows or junior faculty. If there are extenuating circumstances that may qualify you to be considered a Young Investigator despite having completed postgraduate training before 2011, please contact Emily Viles at [eviles@actrims.org](mailto:eviles@actrims.org). Final decisions regarding eligibility will be made by the ACTRIMS Forum Scientific Program Committee.

Selected presenters of regular abstracts will be invited to give a **10 minute platform presentation followed by 5 minutes for questions**. If you wish to be considered for this session, be sure to indicate that you are a Young Investigator on the 'Author' step.

You may be contacted for proof of eligibility if your abstract is selected for an oral presentation during the Young Investigator Session.

---

## REQUIREMENTS FOR CONTINUING MEDICAL EDUCATION

This activity has been planned and implemented in accordance with the accreditation requirements and policies of the Accreditation Council for Continuing Medical Education (ACCME) through the joint providership of Interstate Postgraduate Medical Association (IPMA) and ACTRIMS. The IPMA is accredited by the ACCME to provide continuing medical education for physicians.

The Interstate Postgraduate Medical Association will designate the platform presentations for CME credit. Physicians should claim only the credit commensurate with the extent of their participation in the activity.

The rules governing eligibility of scientific meetings for CME are complicated and continually evolving, in particular the rules related to submissions involving commercial interests (as defined by the ACCME). Please note the following policies concerning abstracts for this meeting, some of which may differ from those of other scientific meetings you may have attended.

Abstracts accepted for platform presentations, for which CME credits will be offered, will be designated as such and will be clearly distinguished from non-CME work. For your submission to be included in a plenary session that meets the requirements for AMA Category I credit and adheres to ACCME guidelines, it must meet each of the following criteria:

1. No author may be an employee of a commercial interest, except under certain very specific circumstances that will require prior approval by our joint sponsors.
2. The abstract, presentation, or slides may not be written, prepared, or produced by a commercial interest.
3. The submission must be non-promotional in nature.
4. The content must be appropriate in depth and scope for the intended physician audience.

5. All authors must complete and sign the disclosure form.

CME will not be offered for the poster sessions.

---

### **ABSTRACTS WITH AUTHORS EMPLOYED BY COMMERCIAL INTERESTS**

Abstracts with authors who are employees of commercial interests, including abstracts solely from commercial interests, will be considered for the Poster Sessions.

Abstracts reporting results from collaborative research conducted by both independent (non-company) investigators and investigators who are employees of commercial interests will not be accepted unless the independent investigators (academic, clinician, and/or scientist) are included as authors.

---

### **REVIEW AND NOTIFICATION PROCESS**

Each abstract will be reviewed by 3-4 external experts. Each reviewer will receive the author(s) name(s) and affiliation along with the abstract. Upon completion of the external review, they will also be reviewed by the Scientific Program Committee. Notification of acceptance or rejection of submitted regular abstracts will be sent to the corresponding presenting authors via email in November 2017. Full instructions concerning poster or platform presentation of accepted abstracts will be included and available on the meeting website.

---

### **MEETING ATTENDANCE AND PRESENTATION**

The presenting author of an accepted abstract must register and attend the Forum. The presenter registration deadline is November 30, 2017. Non-registered presenters by deadline date will be dropped from the program.

Poster presenters must stand by their posters during their assigned poster session.

Authors of regular abstracts accepted for platform presentations will be invited to make a 10-minute presentation followed by five minutes of questions on February 1. They are also expected to present their data in a poster during their assigned Poster Session.

---

### **POSTERS PREPARATION**

Full instructions concerning poster preparation of accepted abstracts will be included in the notification letter. They are also available on the Forum website.

You may use QR codes linking to a PDF of the poster. QR codes can also be linked to the PDF on the ACTRIMS program website. No other external linking is permitted. The use of QR codes on a poster is allowed but links to promotional material related to a commercial interest or product is strictly prohibited.

---

### **GRANTS & AWARDS**

#### EDUCATIONAL GRANTS

A limited number of ACTRIMS Forum 2018 Educational Grants will be awarded to Young Investigators whose abstracts are accepted for a platform or poster presentation. Young Investigators include students, residents, postdoctoral fellows and junior faculty.

For junior faculty to qualify for a grant, they should have completed their postgraduate training (residency or fellowship) in 2011 or later. If there are extenuating circumstances that may qualify them to be considered a Young Investigator despite having completed postgraduate training before 2011, please contact ACTRIMS. Eligibility will be determined by the ACTRIMS Forum planning committee.

Recipients of Educational Grants will be notified in November 2017. Recipients will receive \$600 USD and complimentary registration to ACTRIMS Forum 2018.

## AWARDS

### *Best Young Investigator Posters*

Prizes will be awarded for the two best poster presentations, determined by an ACTRIMS-appointed judging committee. Awardees will be announced during the Awards Reception on Friday, February 2, 2018 and will receive \$1,500 USD.

### *Best Young Investigator Oral Presentations*

One prize will be awarded for the best oral presentation given by a Young Investigator, determined by an ACTRIMS-appointed judging committee. The awardee will be announced during the Awards Reception Friday, February 2, 2018 and will receive \$2,000 USD.

Young Investigators who wish to be considered for the Best Young Investigator Poster or Oral Presentation awards must indicate their interest during the abstract submission process. Only those who are selected for a Platform Presentation during Session 1 or the Cutting Edge in MS Session will be considered finalists for the Best Young Investigator Oral Presentation.

---

## **LATE BREAKING ABSTRACTS**

The deadline for late breaking abstract submission is October 31, 2017, 11:59 PST.

The process for submitting late breaking abstracts will be similar to that of regular abstracts (see Preparation of Abstracts). If you have questions regarding abstract submissions or need assistance, please contact Emily Viles at [eviles@actrims.org](mailto:eviles@actrims.org).

A select number of late breaking abstracts will be accepted for platform presentation during the late breaking session on February 2, 2018, titled *Cutting Edge Developments in MS Research*. Authors of late breaking abstracts accepted for platform presentations will be invited to make a 15-minute presentation followed by with five minutes of questions. They are also expected to present their data in a poster during the Poster Session on February 2.

Notification of acceptance or rejection of submitted late breaking abstracts will be sent to the presenting authors via email approximately 60 days prior to the program. Full instructions concerning poster display or platform presentation of accepted abstracts will be included and available on the program website.

The presenting author of an accepted late breaking abstract must register and attend the Forum. The presenter registration deadline is December 15, 2017. Non-registered presenters by deadline date will be dropped from the program.

---

## **PUBLICATION OF ABSTRACTS**

All accepted abstracts will be published in the *Multiple Sclerosis Journal Online* and may also be viewed on the Forum Mobile App.

Full text of regular abstracts will be published ten days prior to the Forum and late breaking abstracts will be published at the start of the late breaking presentation session.

---

## **POSTERS AVAILABLE ON THE ACTRIMS FORUM WEBSITE & MOBILE APP**

The authors of abstracts accepted for poster presentations will be asked to provide a PDF file of their poster to be posted on the ACTRIMS Forum website and mobile app.

If you do not wish to have your poster on the ACTRIMS Forum website or mobile app, please indicate that when you upload your poster.