# Instructions for Submitting Abstracts

1. Only abstracts submitted on the proper form will be considered **(see the last two pages of this document)**.

3. All abstracts must be received by **December 5, 2014.**

4. Use only Times New Roman 10 point type.

5. All images, tables and text should not extend beyond the original size of the box.

6. Ensure that the Disclosure Form is completed by ALL authors listed.

7. Complete application below.

8. Create a blinded copy on page 4.

1. Copy only the Title and Abstract into their respective boxes on the last page of this document.
2. Make sure to leave the Author(s) and Affiliation lines blank on the blinded copy.

9. Save this document.

10. E-mail the file to Julie@societyhq.com (Subject line should read Abstract Submission). If your abstract contains any images, or graphs, please attach a separate file for each in addition to the abstract. Please make sure all charts, images (jpg), etc. are formatted for black and white copy.

11. These documents will be processed electronically. The blinded copy on Page 4 will be submitted to the judges for review. If your document does not strictly follow the proper format it will not be processed.

12. If you do not receive email confirmation of receipt of your abstract, contact the VOS headquarters office at (804) 565-6325.

## **Abstract Submission Application**

1. Title of Abstract (Please use sentence casing for all titles):

2. Name of Author(s) and Institution. Include specialty preference and title(s) of each author.

Presenting author should be listed as (a).

a.

b.

c.

d.

3. Complete name and address where correspondence should be sent:

Address:

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4. If human subjects were used, do you agree or disagree with the following statement:

"My study satisfies the requirements of my institution or organization regarding the use of human subjects in scientific research."

\_\_\_ Agree \_\_\_ Disagree (mark your choice with an X)

Presentation type:

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\_\_\_ Oral or Poster

\_\_\_ Poster only

Presenter info:

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\_\_\_ Resident or Fellow (Resident Research Award)

\_\_\_ Less than 3 years out of training

***Proceed to the Disclosure Statement on the next page***

#### Disclosure Statement

Having an interest in or affiliation with any corporate organization does not prevent a speaker from making a presentation, but the relationship must be made known to the audience in advance to be in compliance with the Accreditation Council for Continuing Medical Education (ACCME).

In accordance with ACCME guidelines, we want to ensure balance, independence, objectivity and scientific rigor at all accredited programs. The Virginia Orthopaedic Society (VOS) requires that all faculty and/or abstract presenters make full disclosure. Full disclosure entails indicating whether the faculty member or abstract presenter and/or his/her immediate family have any relationships with pharmaceutical companies, biomedical device manufacturers and/or other corporations whose products or services are related to pertinent therapeutic areas. All faculty and abstract presenters participating in VOS-sponsored programs agree to:

A) Disclose relationship with companies who manufacture products used in the treatment of the subjects under discussion

B) Disclose relationship between the speaker and any commercial support of the activity

C) Use generic names of products, or several trade names

D) Disclose any unlabeled uses of a commercial product, or an investigational use of a product not yet FDA approved

All information disclosed will be printed in the program syllabus. If we do not receive your Disclosure Statement by the due date, it will be noted in the syllabus and you will be required to disclose verbally on site prior to your lecture. Failure to comply with the disclosure policy will preclude participation in the CME program.

A) Relationship with companies who manufacture products used in the treatment of the subjects under discussion:

Yes\_\_\_ No\_\_\_ If yes, list company(ies) with the relationship below:

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|  |  |
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| Relationship |  Corporate Organization(s): |
| Research Support |  |
| Speaker's Bureau |  |
| Board Membership |  |
| Consultant |  |
| Shareholder (Directly Purchased) |  |
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C) Generic and Trade Names: Presentations must give a balanced view of therapeutic options. Presenters' use of generic names will contribute to this impartiality. If trade names are used, those of several companies should be used rather than only that of a single supporting company.

D) Unlabeled Uses of Products: When an unlabeled use of a commercial product, or an investigational use not yet approved for any purpose is discussed during an educational activity, the presenter is required to disclose that the product is not labeled for the use under discussion or that the product is still investigational.

My presentation will comply with sections C-D above. \_\_\_\_\_ Agree \_\_\_\_\_ Disagree

##### Proceed to the Abstract Form on the next page

TITLE:

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