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ABSTRACT SUBMISSION GUIDELINES

Abstract Submission Opens: March 9, 2020

~~Abstract Submission Closes: June 30, 2020~~

Extended Abstract Submission Close: July 15, 2020



AMERICAN VEIN &
LYMPHATIC SOCIETY





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2020 AVLS ABSTRACT SUBMISSION

General Information

1. **Deadline:** Abstracts may be submitted until ~~Tuesday, June 30, 11:59 PM Central Time (US)~~. **Wednesday, July 15, 11:59 PM Central Time (US)**.
2. **Payment:** There is no charge for submission.
3. **Prior Publication Policy:** Abstracts presented at the AVLS Annual Congress must be original work and not have been previously published or presented.
4. **Editing Abstract Submissions:** Until the Abstract Submission Deadline, the submitter can return to the site to edit their abstract. NO REVISIONS will be allowed once the site closes on ~~Tuesday, June 30, 2020 at 11:59 PM Central Time (US)~~. **Wednesday, July 15, 11:59 PM Central Time (US)**. Authors cannot be added or the order rearranged after this deadline.
5. **Co-Author Review:** The submitter is responsible for ensuring that ALL co-authors agree to the submission of the material prior to finalizing the submission. Confirmation of abstract acceptance or rejection will be emailed only to the submitter listed on the abstract. Failure to obtain permission to publish from co-authors may result in abstract rejection.
6. **Meeting Registration & Attendance:** Upon submission and abstract acceptance/confirmation, the presenting author of the abstract agrees to register and attend the 2020 AVLS Annual Congress to present their work. Online registration and program information is available at www.avlscongress.org. Contact AVLS by phone (+1-510-346-6800) or email (education@myavls.org) with any questions. Attendee registration is scheduled to open on April 1, 2020. Abstract acceptance emails will contain a discount code good for 10% off meeting registration. The use of the discount code is limited to abstract presenters only.
7. **Authorship:** Authorship on multiple abstracts is permitted. However, if the same institution has more than one abstract selected from the same first author, then the presenting author must be different individuals. That is, for each abstract from the same institution, the presenting author must be a different presenter for each abstract.
8. **Abstract Format:** Introduction, Objective(s)/Purpose, Methods, Results, Conclusion, References. Note that references of selected and presented abstracts will not be published, and therefore in-text citations should not be used.
9. **Figures & Graphics:** All lettering, symbols, and lines should be clear, distinct, and of sufficient resolution for print publication. There is a limit of three (3) images per abstract and a file sizes cannot exceed 20 MB. Accepted file types are .png, .jpeg, .jpg, and .gif.
10. **Tables:** Tables can be copied and pasted into the system from other software applications, such as Microsoft Excel or Word. There is a limit of one (1) table per abstract. Tables should be kept simple and focused to allow formatting for possible publication.
11. **Judging:** Abstracts are reviewed and graded in a blinded fashion by the Annual Meeting Abstract Review Committee. For this reason, author names and affiliated institutions should be omitted from the

body of submitted abstracts. Committee members will recuse themselves from judging abstracts when a potential conflict of interest exists. Abstracts are graded on statistical scoring and analysis, study design, originality and innovation, adherence to abstract formatting instructions, and relevance to the field of venous and lymphatic medicine. If any given abstracts are deemed to be of the same quality, preference will be given to an abstract that includes an AVLS member as an author. Abstracts receiving the best scoring results will be accepted for oral presentation, while other abstracts will either be accepted for poster presentation or, rarely, rejected.

12. Publication: Accepted and presented oral and poster abstracts will be published as an electronic supplement of the *Phlebology Journal*. Note that abstracts that are not presented will not be submitted for publication. It is the legal responsibility of the author(s) to ensure that submitted material was not previously published and is free of any claim related to copyright infringement. Note that the AVLS supports, and the *Phlebology Journal* adheres to the Core Practices, Code of Conduct, and guidelines of the Committee on Publication Ethics (COPE).

13. Awards:

a. Oral Abstracts: First, second, and third place awards will be given in the categories of Best in Show for a Non-Trainee, vWin International Award for Non-US Based, and Best in Training for Fellows, Residents and Medical Students. Winners in the Best in Show for a Non-Trainee category will receive a cash prize (1st - \$1,000; 2nd - \$750; 3rd - \$500), complimentary registration to the 2021 AVLS Annual Congress, and eligibility to present their work at Annual Meetings of the American Venous Forum (AVF) and

European Venous Forum (EVF). Non-US based abstract presenters will be eligible to win the vWin International Award category and will receive a cash prize (1st - \$1,000; 2nd - \$750; 3rd - \$500). First place will receive complimentary meeting registration for the 2021 AVLS Annual Congress and 2021 InterUniversity Meeting in Dubai. Second and third place will receive a 20% and 15% discount, respectively, on 2021 AVLS Annual Congress registration in addition to the cash prize. Medical students, residents, and fellows will be eligible to win the Best in Training Award. Winners in this category will receive a cash prize (1st - \$1,000; 2nd - \$750; 3rd - \$500) and eligibility to present at the 2021 Royal Society of Medicine Venous Forum. First place will receive complimentary meeting registration for the 2021 AVLS Annual Congress. Second and third place will receive a 20% and 15% discount, respectively, on 2021 AVLS Annual Congress registration in addition to the cash prize.

b. Poster Abstracts: First, second, and third place prizes will be awarded for Poster Presentation Best in Show irrespective of training level. First and second place will be invited to present their work orally during the Abstract Session on Saturday afternoon. Oral presentations will be limited to five (5) minutes. Additionally, winners will receive a cash prize (1st - \$750; 2nd - \$500; 3rd - \$250 and discounted registration for the 2021 AVLS Annual Congress (1st - 100% off; 2nd - 20%; 3rd - 15% off). Finally, the Abstract Judging Committee can award honorable mention prizes for posters at their discretion, which includes 5% off 2021 AVLS Annual Congress registration.



14. Abstract Withdrawal: Abstracts may be withdrawn by sending an email to Jennifer Banys, Director of Continuing Medical Education, at education@acpmail.org. Requests must be made by the abstract submitter.

15. Presentation Scheduling: Abstract presentations will be scheduled by the Annual Congress Planning Committee. Presenting authors will not be allowed to reschedule their presentations except for religious reasons.

Failure to comply with any of the above rules may lead to an abstract being rejected by the Annual Congress Planning Committee, as well as disqualification of abstract submission for the following two (2) consecutive years at the discretion of the planning Committee. Gross violation of research or publication ethics may result in exclusion from all future calls for abstract submission.

Submission Information & Format

Submitting authors should review the following information prior to submitting their abstract(s).

1. Timeline: Abstracts must be submitted electronically by ~~11:59 PM Central Time (US) on Tuesday, June 30, 2020.~~ **Wednesday, July 15, 11:59 PM Central Time (US).**

Incomplete submissions or late submissions will not be considered. Submission of an abstract for consideration by the AVLS Abstract Review Committee carries with it the implicit obligation that, if accepted, the individual identified as the presenting author will register for the meeting and present their work at the meeting (between October 15-18, 2020). Declining or not responding to the invitation to present may adversely affect consideration of future abstract submissions. The AVLS anticipates that notification of abstract acceptance will go out by July 31, 2020.

2. Abstract Text: All abstracts must be in English. Standard abbreviations may be used without definition (e.g., GSV, CVD, VLU). Nonstandard abbreviations should be placed in parentheses after the first use of the word or phrase and should be kept to a minimum. Character limits will be enforced by the online submission system. Additionally, and in accordance with the AVLS' policy that English is the official language of its Annual Meeting, all abstracts should be presented in English.

3. Informed Consent & IRB: Any study involving human subjects must conform to the principles of the Declaration of Helsinki of the World Medical Association (Clinical Research 1996: 14:103) and must meet all of the requirements governing informed consent of the country in which the study was performed. Study clearance through an institutional review board (IRB) as appropriate is required. If the abstract involves animals for experimentation, the study has to conform to the Institutional Animal Care and Use Committee (IACUC) as required by the Public Health Service (PHS) Policy on Humane Care and Use of Laboratory Animals, or equivalent for international investigators.

4. Off-Label & Unapproved Uses: Abstracts that include information in whole or in part related to non-FDA approved uses for drug products and/or devices must clearly state the off-label indications or the investigational nature of their proposed uses within the body of the abstract as well as in writing during the presentation of accepted abstracts (both oral and poster).

5. Abstract Categories: Select one of the following abstract categories:

- Basic Science
- Superficial Venous Insufficiency
- Deep Venous Insufficiency
- Perforator Venous Insufficiency



- Venous Ulceration
- Pelvic Vein Insufficiency and Disorders (Pelvic Congestion Syndrome)
- Lymphatic Disease
- Venous Thrombosis and Pulmonary Embolism
- Venous/Lymphatic Malformations
- Venous/Lymphatic Diagnostics and Laboratory
- Venous Governance, Ethics, Law, Reimbursement, Accreditation, and Coding
- Venous Training and Education
- Superficial Venous Intervention - Surgical
- Superficial Venous Intervention - Endovenous Ablation
- Superficial Venous Intervention - Sclerotherapy
- Superficial Venous Intervention - Venotonic Drugs
- Superficial Venous Intervention - Miscellaneous
- Deep Venous Intervention
- Compression
- Innovations
- Scientific Reporting - AVLS PRO Venous Registry Reports
- Scientific Reporting - Quality of Life Assessments
- Scientific Reporting - Outcomes Reporting
- Scientific Reporting - Technological Advances
- Other Venous or Lymphatic

6. Title: An abstract title should be kept short and specific so that it clearly communicates the nature of the investigation. Do not include abbreviations, author names, or trade names. Titles are limited to 300 characters.

7. Presentation Preference: Indicate your presentation format preference in the electronic submission system. Submitters can select Oral Presentation, Poster Presentation, or Oral or Poster Presentation. Note that selecting Oral Presentation rather than Oral or Poster Presentation may result in the submitter receiving a decline message rather than an invitation to present a poster if the abstract is not selected for oral presentation.

8. Submitter & Author Information: Provide all authors' names, titles, professional affiliations or organizations, and email address and telephone number. Note that the submitter does not need to be an author. Indicate which author would present the work if selected, and identify the order in which authors should be listed.

9. Disclosure: The AVLS is accredited by the Accreditation Council for Continuing Medical Education (ACCME) to provide continuing medical education for physicians. As such the AVLS requires that all associated authors must submit a disclosure of financial interests so that any potential conflicts of interest related to the content of the abstract can be identified and resolved prior to inclusion in the CME program. While the electronic abstract submission system will send an email to identified co-authors inviting them to complete a financial disclosure form it is the responsibility of the submitter to ensure that co-author disclosures are submitted by the deadline (~~June 30, 2020 at 11:59 PM Central Time (US)~~; **July 15, 11:59 PM Central Time (US)**). Abstract submissions cannot be finalized until all disclosures are received.

10. Introduction, Objectives, and/or Purpose: A precise statement of the primary objective(s) or purpose of the study. A maximum of three objectives beginning with verbs and listed in a numbered format



is recommended. This section is limited to 1,500 characters.

11. Methods: This section is limited to 1,000 characters and should summarize the following:

- Study design
- Dates (months, years) the study spans
- Disease or condition studied
- Subjects studied
- Study setting
- Interventions
- Outcomes measurements
- Other important variables
- Analyses and statistical methods (preliminary for ongoing studies)

12. Results: State the main outcome(s) of the study, including confidence levels or P values as appropriate. This section is limited to 7,500 characters.

13. Conclusion(s): A precise statement of conclusion(s) directly supported by the study results, giving equal emphasis to positive and negative scientific findings, and implications for future research or clinical practice. This section is limited to 2,500 characters.

Other Guidelines

1. Investigators should not submit the same research more than once unless new objectives are identified and new analyses performed. Abstracts that appear to be a replicated version of a single study will be rejected.
2. All submitted abstracts are disclosed to members of the Abstract Review Committee, AVLS employees, and contractors as necessary in connection with the scientific abstract program of the AVLS Annual Meeting. Accepted abstracts will be made available to meeting attendees through both the meeting

website and mobile app. Abstracts presented orally will be recorded for use in the AVLS' Online Education Center.

1. The AVLS is not subject to any confidentiality requirements with respect to submitted abstracts. In addition, compliance with any disclosure or nondisclosure requirements that apply to researchers or research sponsors (whether under federal securities laws, contract agreements, or otherwise), it is the sole responsibility of the researcher and/or sponsor, and not the American Vein & Lymphatic Society.
2. Any author who agrees to present their work must present only the material described in the accepted abstract.
3. The 2020 AVLS Annual Meeting is a continuing medical education (CME) event. According to the American Medical Association (AMA), the organization that owns the credit system, continuing medical education consists of educational activities which serve to maintain, develop, or increase the knowledge, skills, and professional performance and relationships that a physician uses to provide services for patients, the public, or the profession. The content of CME is that body of knowledge and skills generally recognized and accepted by the profession as within the basic medical sciences, the discipline of clinical medicine, and the provision of health care to the public. (HOD policy #300.988) All recommendations involving clinical medicine in a CME activity must be based on evidence that is accepted within the profession of medicine as adequate justification for their indications and contraindications in the care of patients. All scientific research referred to, reported, or used in CME in support or justification of a patient care recommendation must conform to the generally accepted standards of experimental design, data collection, and analysis.



HOPE TO SEE YOU!

AVLS 2020

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