



IMPORTANT NOTE: PLEASE READ THE FOLLOWING GUIDELINES CAREFULLY LATE-BREAKING ABSTRACT SUBMISSION GUIDELINES

This document will assist you in preparing a late-breaking abstract submission for the 2024 AES Annual Meeting.

Late-Breaking Abstract Submission Categories

AES accepts abstracts in the following categories.

1. Basic Mechanisms	10. Dietary Therapies (Ketogenic, Atkins, etc.)
2. Translational Research	11. Behavior/Neuropsychology/Language
3. Neurophysiology	12. Genetics
4. Clinical Epilepsy	13. Health Services
5. Neuroimaging	14. Neuropathology of Epilepsy
6. Comorbidity (Somatic and Psychiatric)	15. Practice Resources
7. Antiseizure Medications	16. Epidemiology
8. Non-ASM/Non-Surgical Treatments	17. Public Health
9. Surgery	18. Case Studies

Submission Deadlines and Fees

Abstracts submitted will be subject to a non-refundable processing fee.

- \$90 for **members**; \$120 for **non-members** – a letter from the trainee’s institution confirming trainee status is required
- \$120 for Non-Corporate submissions; \$360 for Corporate submissions

The abstract fee covers the cost of abstract processing and will also help AES maintain the excellent quality of our Annual Meeting. Abstract submissions are the cornerstone of our scientific program, and we thank you for your support. *All abstract fees are non-refundable.*

Submission Deadline: The submission site will close Tuesday, September 3 at 12:00 PM (noon) PT.

Abstract Requirements

Author Information

- You may be the presenting author on **only one (1) abstract**.
- Enter all authors in the order they should appear in the author listing of the abstract.

To add a presenting author and co-authors:

- Click 'Authors'

- Enter the author's first name, last name, email address, and select role. Please note, there can only be one presenting author role. All other authors will have the author role.
 - Click 'Add Author', then save 'Save Authors'

To complete an author's profile:

- Click on the author's name to complete the profile or Edit Author's Profile to update existing information. While in the Author's Profile please answer a few demographic questions. This data will help us plan for the future.
- A **green check mark** indicates a complete profile.
- Once all author profiles are complete, click 'Save Authors' to complete the task.

First Author Demographic Information:

- Provide additional demographic information for the first author.
- Once complete, click 'Save' to complete the task.
 - AES will communicate solely with the presenting author, if abstract is accepted.
 - Changes to presenters will NOT be accepted after the submission deadline. You will be able to go back in and update the presenting author until the submission deadline. If there is a presenter change after the abstract is accepted, the original presenting author must share their unique login information to the speaker management system and communications with the newly appointed presenter. **Please note, the presenting author may only present one abstract at the meeting.**
 - Multiple submissions of similar material from an institution, consortium or study group are **not** allowed.
 - In cases where multiple similar submissions are planned, authors should combine their materials into a single, cogent abstract.
 - Multiple abstracts containing similar data from the same institutions will be rejected.
 - The presenting author must acknowledge that all authors have read and agreed with the content of the abstract submitted for the AES 2024 Annual Meeting.
- **Character limit**
- There is a limit of 3,200 characters for the text of your abstract submission.
- This includes title, abstract body, and spaces, but does NOT include authors, institutions, tables, or images.

Title

- Do NOT use all lowercase or all capital letters (see below examples).
- Do not use proprietary names in the title.
- Do not use formatting tags in the title.

Title format examples:

Incorrect: A PROPOSED MECHANISM OF EPILEPTIC SPASMS

Incorrect: a proposed mechanism of epileptic spasms

Correct: A Proposed Mechanism of Epileptic Spasms

Abstract Body

- Abstracts should be organized into four separate paragraphs.
- Rationale
- Methods
- Results
- Conclusions. Abstracts without an explicit concluding sentence stating the significance of the findings will not be accepted.

Tables and Images:

- **A maximum of two (2) figures, images, and tables will be accepted.**
- All images MUST be included in your original submission.
- Images may be edited or deleted at any time before the submission deadline.

- Tables and images are not required for submission and will not be included in the total character count.
- Images, tables, and figures must be free from any identifying information that may violate HIPAA guidelines.
- Acceptable file formats: JPEG, PNG.

Abbreviations

- Use standard abbreviations.
- For terms that are abbreviated, use the whole word the first time, followed by the abbreviation in parenthesis.
- Abbreviate journal titles according to Index Medicus, and give year, volume number and inclusive pages.

References

- References will be included in the total character count.
- Use references sparingly within the body of your abstract.
- International nonproprietary names and abbreviations for antiepileptic drugs as published in *Epilepsia* 1993; 34(6); 1151 should be used.
- Reference for book chapters should consist of editor, title, city of publication, publisher, year and inclusive pages.

Ethical Procedures

- Work presented in abstracts must conform to guidelines for ethical experimental procedures with animals and patients, as well as accepted scientific standards. Failure to meet these guidelines will result in rejection of the abstract.

Sources of Funding

- Funding must be noted at the end of the abstract and will be included in the total character count.

Submission Process

- Use your [AES credentials](#) to log in to the abstract submission site. If you don't have one, you will be prompted to create one on that page. If you can't remember your login, please reset your username and/or password.
- Allow at least one hour to complete abstract submission.
- Click save before exiting a task to save progress.
- **Carefully proofread your abstract before final submission.** Once the call for abstracts closes, submissions are locked for review and edits **will NOT** be permitted.
- Once all tasks have been completed, there will be green check marks for each task. This **DOES NOT** indicate completion of the abstract submission.
- To finalize submission, click Save and Submit on the top or bottom of task list, and then SUBMIT on the next screen.
- Once the submission has been finalized, the submitter will receive a confirmation email. If the submitter does not receive a confirmation email, then the abstract has **NOT** been submitted. This confirmation will contain all the details of your abstract. Please keep the confirmation email for your files.
- Please view the [Submission Process Screenshots](#) to see a step by step view of the submission process.
- For any technical difficulties submitting an abstract, click the "Technical Support" button in the upper right side of each screen or email support@gocadmium.com. You will be asked for information as well as the ability to take a screenshot for proper assistance.

Notifications

Submitters will be notified via email of late-breaking decisions in late September 2024. The submitter is responsible for notifying co-authors of the decision.

Meeting Registrations & Withdrawal

Annual Meeting Registration

- All presenting authors must register for and attend the Annual Meeting.
- Registration fees are not included in the cost of the abstract submission.
- Poster presenters, who are also Exhibit staff, must be registered in the exhibitor full conference category.

Withdrawal

- If your poster or platform needs to be withdrawn for any reason, authors are responsible for notifying the AES office immediately at abstract@aesnet.org.
- Please include the title of the abstract along with the AES poster number and the submission ID in your notification.

Publication of Accepted Abstracts

Publication

- Accepted abstracts will be published in the AES Online Abstract Database, printed abstract guide, and ePoster website.
- Once accepted, AES will NOT allow any edits to be made to data or information once the abstract has been reviewed and accepted. If you have any updates, be sure to include them in your ePoster and physical poster in Los Angeles.

Research Published Prior to the AES Meeting

- **Research published in manuscript form prior to the submission of the abstract or presented at another meeting is not appropriate and should not be submitted.**
- If data contained in the abstract is published after submission but before presentation of the abstract at the AES 2024 Annual Meeting, the author must notify AES as soon as the publication is recognized.
- At that time, the Scientific Program Committee chair will make a determination concerning the presentation in question.

Embargo Policy

- Abstracts are embargoed from the AES Online Abstract Database **until Monday, November 25, 2024.**

Please email any questions on the abstract submission process to abstract@aesnet.org.