

The 25th Annual Scientific Session of the American Association of Clinical Anatomists

Toronto, Ontario, Canada

Wednesday, July 16 – Friday, July 18, 2008

(pre-meeting activities – July 15; postgraduate course – July 19)

CALL FOR ABSTRACTS

The Scientific Session of the 25th Annual Meeting of the AACA will utilize three main presentation formats: **1.** from the **platform**, **2.** as a **poster**, and **3.** in the **TechFair**.

Individuals desiring to present their work from the platform should be aware that *platform time is extremely limited*. The Program Secretary and Program Committee will make all decisions related to requests for platform presentation - *ie.* thematically arranged/prioritizing abstracts, etc. Others will be bumped to poster format. *Poster presentations will form the majority of the meeting format.*

The Techfair format is designed to be a series of platform presentations of electronic programs (CD or web-based) either being developed, or currently developed and in use at various institutions. These presentations will be 10-12 minutes in length. Coupled with this will be an area set aside where each presenter will be available for a defined period of time so that interested attendees can stop by and get a "hands-on" demonstration of their program. *This is NOT intended to be a forum for further demonstration of software currently available - or just emerging - from book and/or software publishers.* Participants in this format must check a box indicating they are not presenting material(s) currently available for purchase from national publishers/resellers. These materials are more appropriately demonstrated in the vendor area(s) of the meeting.

Abstracts for presentations in all 3 formats should present original scholarship. Expansion of poster and Techfair presentations into manuscripts suitable for submission to the Editors of the official journal of the AACA, *Clinical Anatomy*, is strongly encouraged.

Executive Council of the Association has created three award categories:

1. The Presidential Travel Award. This competition is now open to regular active members of the AACA who submit a publication-ready manuscript to the Editor-in-Chief of *Clinical Anatomy*, Dr. Stephen Camichael. The electronic confirmation of that submission must be received by May 15, 2008. The winner of this award will receive reimbursement of travel expenses (on submission of valid receipts) to the 2008 AACA meeting in Toronto, Ontario up to a maximum of \$1500 U.S. The winner will be announced at the end of the meeting.

Abstracts for this competition are invited from all interested meeting participants.

2. The Ralph Ger Student Platform Presentation Award.

This award is open to students or residents. **To be eligible, a student presenter MUST be the first author on the paper.** It is a check for \$600 U.S. to help defray travel expenses to the meeting.

3. The Sandy C. Marks, Jr. Student Poster Presentation Award.

This award is open to students and residents. **To be eligible, a student presenter MUST be the first author on the paper** It is a check for \$600 U.S. to help defray travel expenses to the meeting. Should there be no platform presentation competition in the predoctoral category, the panel of judges (appointed by Council at the meeting) may make two poster awards if warranted.

Presentation Submission Formats

Platform, poster and Techfair abstracts can be submitted in one of three ways:

1. Directly from the *Abstract Submission Page* of the AACA web site (www.clinicalanatomy.org/abstract.html).
2. As an e-mail attachment to the Program Secretary (gsmith@stmarys-ca.edu). If this format is used, the email message to which the abstract is attached, or embedded, **MUST** contain the following information:

-name of presenting author
-contact email address (preferred), phone or FAX
-format desired: platform, poster or Techfair
-eligibility for Student Presentation Award of the Presidential Travel Award

****** If the abstract is for the Techfair format, a statement must be included indicating that the abstract does not contain material(s) to be presented that is/are currently available for purchase from national publishers/resellers.

3. Via regular mail (or courier) on a 3.5" diskette or burned to a CD. The accompanying letter must also list the information required in method #2 above.

The mailing/ courier address is:

Gregory R. Smith
Program Secretary, AACA
Biology Department
Saint Mary's College of California
Moraga, CA. 94575

Abstracts typed and FAXed to the Program Secretary will not be accepted. To simplify abstract handling, **everything must be submitted in an electronic format, no re-typing will be performed.**

Individuals who submit an abstract by any of the 3 methods above will be notified of receipt of their abstract by email within 3 days (longer if regular mail is used and no electronic contact is indicated).

**** If Notification of Receipt** is not received, *it is up to the submitting author to contact the Program Secretary* concerning the submitted abstract as soon as possible. Electronic submissions, as well as regular mail submissions, do go astray.

Deadline for submission of all abstracts is April 1st 2008.

Guidelines for Abstracts

Abstracts of original, scholarly activity should be of informative variety - a succinct condensation of the abstracted paper: what was done and what was found. Abstracts should include: (1) the purpose of the research (why the project was undertaken), (2) the method(s) used, including statistical methods employed, if any, (3) materials(s)/subjects(s) used including sample size, (4) a brief summary of the results including statistical significance, if applicable, and (5) conclusions. Abstracts of descriptive studies or reviews may necessarily be of the indicative variety - a succinct description of the contents with more generalized statements directing the reader to the abstracted paper for qualitative/quantitative detail.

Clearly indicate what is original/new concerning the techniques/findings of the study, and/or whether the findings/conclusions/interpretations agree or conflict with those of previous investigators or prevailing ideas. If the findings have potential or actual clinical implications they should be briefly stated. *To enable "blind" peer review of abstracts, do not identify yourself, co-investigators or any institutional/laboratory association in the text of the abstract.*

The AACA has a defined interest in abstracts dealing with curricular enhancements, instructional design or development, and multimedia educational programs.

Carefully follow *The Instructions for Preparation and Format of Abstracts* as outlined on the following page.

Official registration forms and pricing, information on accommodation, the Accompanying Persons Program, as well as the Postgraduate Courses will be forthcoming in a separate mailing - as well as posted to the Association web site as downloadable .pdf documents as they become available. Check the site regularly for this information as well as preliminary copies of the *Program Schedule* and full abstracts to be presented at the New York City meeting.

Visas/Immigration Documentation/Letters of Invitation

The AACA Program Secretary will issue letters of invitation to those attendees who require them. Letters of participation for Visas and other immigration issues **MUST** be requested as early as possible. *Last minute letters will only be expedited by courier at the expense of the individual requesting them.*

Meeting Registration/Accommodations

The Local Organizing Committee is continually updating the meeting web site for Association members covering all aspects of the Toronto meeting - registration, accommodations, accompanying persons program and the postgraduate course Fee information and the various modes by which they can be paid is also available. This information is linked to the Welcome page of the Association website.

The host hotel is the Delta Chelsea Hotel in downtown Toronto. Reduced room rates at \$139 CDN./night are available for booking. Visit the AACA website for information regarding hotel reservations:

<http://www.clinicalanatomy.org/Toronto.html>

Continue to monitor the AACA web site for forthcoming information on registration, accompanying persons program, and the postgraduate course.

We look forward to seeing you in Toronto!

INSTRUCTIONS FOR PREPARATION AND FORMAT OF ABSTRACTS

1. Please check with all authors listed on the paper to determine if they are members of the AACA. If anyone is not a member, you must place an asterisk (*) after their name.
2. Type the presenter's last name in CAPITALS first, followed by the first name, and middle initial. The remaining authors follow with their first name first, middle initial and last name (in CAPITALS).
3. CAPITALIZE last names, middle initials and JR., SR., or III. For first names, capitalize first letter only, as shown below:
4. Papers in which none of the authors are members of the association must be sponsored by a member in good standing.
5. Abbreviate names of states using the standard two letter postal abbreviations. Do not include zip codes.
6. Do not use capital letters in the title except for proper names. *You do not have to underline it if submitted via the web site, this will appear in the printed version (HTML doesn't support an underline command).*
7. The body of the abstract should be single-spaced, be in a font size no smaller than 10 point, and consist of only one paragraph of 200 words or less beginning un-indented immediately below the title.
8. The abstract should consist of text only - no tables or illustrations. Do not use undefined abbreviations. Place acknowledgments at the end in parentheses - "(Sponsored by Grant No. ___ from the _____ Association)".

Carefully examine these examples:

DALLEY, Arthur F. II, and Robert F. STRANGE*. Department of Cell Biology, Vanderbilt Medical Center, TN. The new nomenclature for the old urogenital diaphragm.

LIND*, Renae L., Peter J. DALY*, Robert C. BAHN*, and Michael B., WOOD*. Mayo Medical School, Section of Medical Pathology, and Department of Orthopedics, Mayo Clinic and Mayo Foundation, Rochester, MN (sponsored by S. W. Carmichael). Early histologic changes in canine vascularized and conventional nerve grafts. There is little doubt that the techniques involved in the conventional grafting of nerves have suffered from variable success. This study investigates the changes in vascularization of

Failure to follow these guidelines may result in rejection of the abstract.

METHODS OF ABSTRACT SUBMISSION

1. **On-line submission** from the *Abstract Submission* page on the Association web site. Follow the thread from the Welcome page of the site at this URL: www.clinicalanatomy.org In addition to including the information requested on the electronic submission form, you **MUST** follow the general format instructions as outlined above for the text you paste into the text box. In case of crashes, freeze-ups, etc., it is advisable to NOT type the text of your abstract directly into the box. Type it into a word processing program where it can be saved, copy and paste it into the text box for the abstract in the form on the web site. Click the "SUBMIT" button only once.
2. **As an e-mail attachment.** Submit the abstract, *in the format outlined above*, as an email attachment in any popular word processing document (Microsoft Word, WordPerfect - Mac or PC versions accepted) to the Program Secretary at:

gsmith@stmarys-ca.edu

It is essential that the following information be enclosed in the text of the email message:

- name of presenting author
- contact email address (preferred) , phone or FAX
- format desired: platform, poster or Techfair
- if platform, do you intend to submit a manuscript?
- eligibility for a student presentation award

** If the abstract is for the Techfair format, a statement must be included indicating that the abstract does not contain material(s) to be presented that is currently available for purchase from national publishers/resellers.

3. Via regular mail or courier on an accompanying computer diskette or CD. Submit the abstract, *in the format outlined above*, in any popular word processing document (Microsoft Word, WordPerfect - Mac or PC versions accepted) to the Program Secretary at the address listed below. It is essential that the following information be enclosed in the text of the email message:

- name** of presenting author
- contact** email address (preferred), phone or FAX
- format** desired: platform, poster or Techfair
- eligibility** for a student presentation award or Presidential Travel Award

** If the abstract is for the Techfair format, a statement must be included indicating that the abstract does not contain material(s) to be presented that is currently available for purchase from national publishers/resellers.

Mail/courier the diskette/CD and accompanying information to the Program Secretary:

Gregory R. Smith
Program Secretary, AACAA
Biology Department
Saint Mary's College of California
Moraga, CA. 94575

Regardless of your method of submission, you will be notified of the receipt of your abstract. If you do not receive an *Acknowledgement of Receipt*, **your abstract was not received**. It is the responsibility of the submitting author to follow up on this.

The deadline for submission of abstracts for all presentation modes is April 1, 2008. Presenting authors will be notified by email (or regular mail for those without an electronic address) regarding the disposition of their abstract following review by April 21, 2008.

In an effort to keep members up-to-date on the meeting format as it is progressively assembled, the meeting *Program* and *Schedule of Events* will be available in various stages of completion as a downloadable .pdf document from the Association web site (<http://www.clinicalanatomy.org>). Meeting attendees can view or download these materials prior to receiving their printed copy at the Registration Desk in Toronto.