2017 ASET ANNUAL CONFERENCE ABSTRACT FORM

Deadline of March 15, 2017
[Submit to the ASET Education Office]

ASET - The Neurodiagnostic Society is a non-profit corporation which seeks to advance the science and technical standards of Neurodiagnostics, to encourage the development and maintenance of high technical and ethical standards of Neurodiagnostic technologists, and to foster and facilitate acceptable methods for the study and exchange of information and ideas. The presentation of abstracts is not a platform to promote products or services for financial gain. Abstracts shall only be accepted when the material is original in content and organization and when no commercial products or services are promoted in the presentation. The program chair reserves the right to request the entire manuscript for review before acceptance.

Please read all instructions before completing this form and abstract. The Abstract Form can also be downloaded at visit www.aset.org

A. BIOGRAPHICAL INFORMATION

Author's name_____

Academic or professional credentials of author _____

Mailing Address_____

City _____State/Province _____ Zip/Postal Code_____

Work phone _____ Home phone _____

Cell phone [to contact on-site] _____ Fax _____

Email _____

Primary author's experience and background in this subject matter _____
_____
_____

In Case of Emergency, contact _____ Phone _____

B. ABSTRACT INFORMATION

Title of abstract _____

Presentation Format: ❑ Platform Paper ❑ Poster Presentation

Please note: *ASET reserves the right to select the final format of abstract presentations. All presenters will be notified of potential changes by the Director of Education.*

Byline: Employer: _____ City, State:_____

Names and credentials of additional authors _____
_____

[Names of additional authors will be printed with the abstract, however, the conference schedule will list only the name of the presenter.]

Additional Authors Byline: Employer:_____ City, State:_____

C. COMMERCIAL OR FINANCIAL INTERESTS

1. Will your presentation include the discussion of any commercial products or services in a specific or general manner? ❑ Yes ❑ No

2. If "yes," do you have a financial interest or other relationship with the manufacturer of any products or the provider of any services that you intend to discuss in a general or specific manner? ❑ Yes ❑ No

3. If "yes," please name the manufacturer or provider and describe the nature of the relationship.

3a. Any co-authors with commercial affiliation must disclose their relationship on a second copy of this section.

D. ABSTRACT INSTRUCTIONS

1. **Content**
   a. The title of the paper should be followed by the names of all the authors and the address[es] to be published.
   b. Prepare the abstract knowing it will be printed in the final program, but also in the *The Neurodiagnostic Journal*, where it may be used as a published reference. The abstract, therefore, must contain the main points you will be making in your presentation. It should consist of several carefully chosen statements of fact that can stand alone and be of use to everyone reading the abstract. Abstract examples for style and content can be found at the beginning of articles in the Journal.
   c. The abstract must be typed and consist of a minimum of 100 words, but no more than 200 words. Abstracts that contain more than 200 words will be shortened in the editorial process before publication.
2. **Submission Instructions – 2 ways to submit**
   a. **Website** – complete the form on-line and upload your abstract
   b. **Email or Fax** – complete this form and email to Faye Mc Nall, ASET Director of Education, faye@aset.org, or fax to 816.944.3236

E. TIME, SPACE and MATERIAL NEEDS

1. All platform presentations will have a 25-minute time period on the program, with an additional 5 minutes for questions.
2. All poster paper presentations will be mounted on one side of a 4' by 6' standing poster board. A uniform header with the title and author[s] names will be provided by ASET. Poster presenters will be required to be present at their posters at specifically assigned times during the conference. The poster presentation schedule will be sent to poster presenters with the letter of acceptance.
3. No handouts are required for platform or poster presentations.

F. AUDIO VISUAL REQUIREMENTS

Please indicate A/V needs for your platform presentation:
LCD projector*_____ Videotape_____ Sound_____ Other _____
**You will be given time to load your slideshow on the master laptop prior to your appointed time slot. Please bring your presentation on CD or memory stick.*

G. DEADLINES

March 15, 2017
All forms and completed abstracts must be received.

May 15, 2017
Abstract applicants will be notified of the status of the application and given a presentation time.

H. SIGNATURE STATEMENT

I, hereby, represent that my presentation: 1] is original in content and organization, 2] will not promote commercial products or service and 3] will not discuss the pricing of neurodiagnostic services. Furthermore, I, hereby, grant permission to ASET to reprint my abstract in the convention program and The Neurodiagnostic Journal, which will include my name, abstract content and my contact information.

By submitting this form electronically and typing/dating this document, I agree to the statement noted above.

Signature _____

Print name _____ Date _____

Submit to: Faye Mc Nall, ASET Director of Education ■ PO Box 36, East Boothbay, ME 04544
816.931.1120 [108] ■ 816.944.3236 fax ■ www.aset.org ■ faye@aset.org