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## Session Proposal Guidelines

### Instructions for submission

- Visit the Submission Management System at <http://sms.spine.org>.
- Recommended browsers are Internet Explorer and Firefox.
- You do not have to be a NASS member to submit an abstract or proposal.
- Use your NASS username (email address) and password (ID number) to login. Forgotten passwords can be requested from the log-in page. If this is your first interaction with NASS, you can create a new account on the login page.
- Access the Submissions tab and choose [My Submissions page](#).
- Click Create New Session Proposal.
- Enter required information and click “submit” at the end of the process. Submitted proposals will be shown on the [My Submissions page](#) when completed.
- Contact the Education Department at [education@spine.org](mailto:education@spine.org) with questions. A “Contact Us” link is found at the top of the submission website.

### Required Information for Symposia & Instructional Courses Proposals

- Title
- Description (200-300 words)
- Educational objectives (3-4)
- Agenda
- Suggested faculty with contact information (final faculty selections to be determined by Program Chairs/Committee)

### Required Information for Special Interest Groups & Focused Discussions Proposals

- Title
- Description (2-3 sentences)

### General Submission Policies

- **Each author must submit disclosure under his/her record within one year of the abstract submission deadline, using a unique email address/password. If disclosure is not possible by the deadline, please remove the author from your abstract and submit. Authors may be added after abstract acceptance, if disclosure has been submitted within the acceptable timeframe.**
- Prior to submitting your abstract(s), please ensure you and/or one of your team of authors has secured proper funding sources in order to present at the meeting. Presenting authors of all accepted abstracts must register for the meeting and are responsible for their own travel expenses as well as the meeting registration fee.
- NASS reserves the right to withdraw a proposal at any time.
- All presenters must adhere to the AMA Code of Medical Ethics, Opinion 8.061, “Gifts to Physicians from Industry.” More information may be found at [www.ama-assn.org/ama/pub/category/5689.html](http://www.ama-assn.org/ama/pub/category/5689.html).

- Medical device companies are prohibited from submitting abstracts on behalf of the author(s). Violations subverting the educational content of the meeting and threatening NASS' ACCME accreditation will be subject to disciplinary action.
- Presenters may not use their presentation to market products or services. Use generic names wherever possible. Use product-based names only when necessary.

Proposal Submission Policies: Agreement Required Prior to Submission

- Participation. I understand that once a proposal is accepted for presentation, it may not be withdrawn, and that if my proposal is accepted for presentation and I fail to present, I will not be able to submit any presentations to NASS for a period of two years. I also understand that if my proposal is accepted for presentation, I am responsible for registering and attending NASS' Annual Meeting, at my sole expense.
- Industry-Sponsored Submissions Prohibited. I understand that NASS has a submission policy stating that author(s) are prohibited from submitting proposals on behalf of medical device companies, and that this proposal is not being submitted on behalf of or at the request of a medical device company. I understand that violations of this policy may threaten NASS' ACCME accreditation and subject me to disciplinary action.
- Disclosure Policy. I have reviewed NASS' disclosure policy, available [here](#), and agree to comply with it. I understand that this requires me (along with any co-authors) to complete a disclosure statement, allowing NASS to disclose this information to others, and also to answer any inquiries NASS may have in order to verify, if needed, the accuracy of any disclosures. I understand that the failure to provide truthful disclosures or the failure to cooperate with any inquiries from NASS regarding my disclosures may subject me to disciplinary action.
- Selection Decisions. I understand that decisions regarding which proposals are selected rests within the sole discretion of the Annual Meeting Program Committee and its Chairperson.
- Proper Content. I represent and warrant that the attached proposal and all materials which are/will be created related to it ("Presentation") are/will be an original work, do not infringe upon the copyright, intellectual property, or privacy rights of another, and are not libelous or defamatory.
- Copyright Assignment. I represent and warrant that the attached proposal and any later created Presentation is/will be original work. I understand that in the event my proposal is accepted by NASS, all materials related to my proposal and Presentation may be used by NASS, in any form, for educational purposes including, but not limited to, recording my oral presentation of this material; the sale of this recording; and the printing and/or electronic publication of this material or transcripts, excerpts or abstracts. I control all rights to the proposal and Presentation which is/will be created, have the authority to assign copyrights, and hereby agree to assign to NASS all copyrights in the proposal and Presentation in any medium in the event that my proposal and Presentation is accepted by NASS.

Contact the NASS Education Department at [education@spine.org](mailto:education@spine.org) with questions.