

PLEASE READ

M E E T I N G M E M O

To: All members and colleagues considering submission of work for presentation at the 1997 Annual Meeting in San Antonio, TX

From: The Scientific Program Committee

Re: Policies and Procedures for the 1997 Scientific Program

This year we are attempting to expedite the handling of abstracts and provide the fairest, most objective and consistent review possible by experts in the field. The following important changes may well affect how you approach submissions to the Society of Nuclear Medicine 1997 Annual meeting in San Antonio:

1. All submitted work is due on Thursday, January 9. There will be no exceptions to this deadline.

2. There will be four reviewers per abstract, with the Subchair re-checking all abstracts where there is a difference of two or more points (on a five point scale) between reviewers.

3. REQUIREMENTS FOR SUBMITTING ABSTRACTS

- a. One page (single-sided) of supporting data per abstract is encouraged but is not mandatory.
- b. S.I. (Gy, MBq, etc) units must be included in all abstracts, posters and slides even if you choose to use older units. Identifiable chemical names must be used. (Notebook numbers or in-house designation are not acceptable.)
- c. You must write in the category in which you wish your abstract to be considered using the box provided for this purpose at the bottom of the list of categories. Read the list carefully, as there are changes from 1996. Only one category may be written in the box. Preliminary trials of new radiopharmaceuticals conducted only in animals belong in one of the radiopharmaceutical categories. However, if you combine animal and early human trials into a single submission or if you use a well-known radiopharmaceutical the abstract would belong more appropriately in a clinical session. The other radiopharmaceutical categories are for chemistry research. When in doubt about category designation, please call a member of the Scientific Program Committee.
- d. It is inappropriate to submit essentially similar abstracts to different categories. A computer analysis is being applied to all submissions this year to identify potential duplications, and those individuals who duplicate submissions risk having all abstracts rejected.
- e. Use the list of key phrases in the Journal of Nuclear Medicine 1996 subject index to write in the two most appropriate subject index phrases. This index will appear in the back of the 1997 Abstract Book.
- f. We ask that you sign the Abstract Form to indicate that the paper you are submitting has not been sent as an identical abstract to another national or international meeting and that the work has not been accepted for publication, or has not already been published, as a full paper elsewhere. These

requirements do not preclude prior presentation of the material at other meetings as long as the emphasis of the wording of the abstract is changed so for the SNM meeting it is directed toward the Nuclear Medicine Community. We believe that attendees at the Society of Nuclear Medicine Meeting wish to be exposed to excellent papers involving Nuclear Medicine techniques presented at other meetings, as long as these data are provided to the SNM in an abstract format differing from that presented elsewhere.

- g. You must certify that all the listed authors agree to the submission of the material as presented.

4. GENERAL FORMAT OF MEETING

- a. Scientific Exhibits are encouraged with viewbox or computer presentations. These must be educational and/or teaching in nature. Original scientific material does not belong in the Scientific Exhibits Section. Outstanding clinical or basic subject reviews are invited.
- b. Posters will be available at 7:00 a.m. each day for viewing throughout the meeting in the Exhibit Hall. We will continue having designated Meet-the-Author Poster Sessions to emphasize the importance we place on the posters.
- c. Young Investigator Awards will be given once again this year by both the Cardiovascular as well as the Computer and Instrumentation Councils. Those who wish to be considered for these awards, and for the Berson-Yalow Award, should note the requirements on the Abstract Form and check the appropriate box. If you request consideration for these awards you may not check the box for posters only. These award-eligible abstracts are graded for the Scientific Program also and must not be submitted twice.
- d. Facsimile (FAX) transmission of abstracts is not allowed. There are not enough SNM phone lines available and print quality is not consistently good.

We look forward to you joining us for a most exciting SNM meeting in San Antonio.

Sincerely,

William C. Eckelman, PhD
Scientific Program Chair