

**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 1994 Annual Meeting

**FROM:** The Scientific Program Committee

**RE: Policies and Procedures for the 1994 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's 1994 meeting in Orlando:

1. All submitted work is due on Wednesday, January 5, at the latest for Scientific Papers and Scientific Exhibits. There will be no exceptions to this deadline. There will be no Works-in-Progress accepted at a later date.
2. There will be four reviewers per abstract, with the Subchairman re-checking all abstracts where there is a difference of two or more points (on a five point scale) among reviewers.
3. One page (single-sided) of supporting data per abstract is encouraged but is not mandatory.
4. S.I. (Gy, MBq, etc) units as well as identifiable chemical names must be included in all abstracts, posters and slides even if you choose to use older units.
5. *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 1993. Only one category may be written in the box. If you write in two categories, your abstract will not be considered in any category. Preliminary trials of any radiopharmaceutical conducted only in animals belong in the "Pre-Clinical Testing" category. However, if you combine animal and early human trials into a single submission, the abstract would belong more appropriately in a clinical session. When in doubt about category designation, please call a member of the Scientific Program Committee. The other radiopharmaceutical categories are for chemistry research.
6. *It is inappropriate to submit essentially similar abstracts to different categories.* A computer analysis is being applied to all submissions this year to catch these duplications, and those individuals who duplicate submissions risk having all abstracts rejected.
7. You are urged to combine material of a similar or related nature into a single submission, since this will improve the chances of acceptance of a more substantial abstract. The Scientific Program Committee may ask you to combine two or more related abstracts into a single presentation.
8. Use the list of key phrases provided (which follows the *Journal of Nuclear Medicine* 1992 index) to write in the two most appropriate subject index phrases. This index will appear in the back of the 1994 Abstract Book. Avoid new phrases if at all possible.
9. Scientific Exhibits will be encouraged with viewbox or computer presentation. 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. Please note that the application form for Scientific Exhibits is separate from that for Scientific Papers.

**10.** Posters will be available for viewing throughout the meeting in the Exhibit Hall. We will continue having two designated Meet-the-Author poster sessions to emphasize the importance we place on the posters and early morning peripatetic poster breakfast rounds in several categories.

**11.** Young Investigator Awards will be given once again this year by both the Cardiovascular and 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 cannot check the box for posters only.* These award-eligible abstracts are graded for the Scientific Program also and must not be submitted twice.

**12.** 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 that for the SNM meeting it is directed toward the Nuclear Medicine Community. We believe that attendees at the Annual 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.

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

**14.** The Conflict of Interest Declaration is an important part of the acknowledgment you and all co-authors must sign. *Failure to have all sign will prevent our review of the abstract.*

**15.** Facsimile (FAX) transmission of abstracts is not allowed. There are not enough SNM phone lines available and print quality is not consistently good. E-mail will be considered after the SNM Central Office moves to the suburban Washington DC area.

We look forward to your joining us for a most exciting SNM meeting in Orlando, Florida.

Sincerely,

**Edward B. Silberstein, MD**  
*CHAIR, Scientific Program*

**Richard A. Holmes, MD**  
*CHAIR, General Program*

**Scientific Program Committee:**

Hussein Abdel-Dayem, MD, *VICE CHAIR, Clinical (Bone/Joint, Renal/Electrolyte/Hypertension, Pediatrics, Neurosciences)*

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