

2027 NANS Late-Breaking Abstracts Step-by-Step Submission Instructions

NANS is using an online abstract system, Cadmium, to collect late-breaking abstracts for the 2027 Annual Meeting. Individuals submitting abstracts will be required to answer questions about the abstract and complete a series of tasks. Please reference the instructions below to navigate the abstract system. If you have any questions, please contact NANS Staff at: education@nans.org.

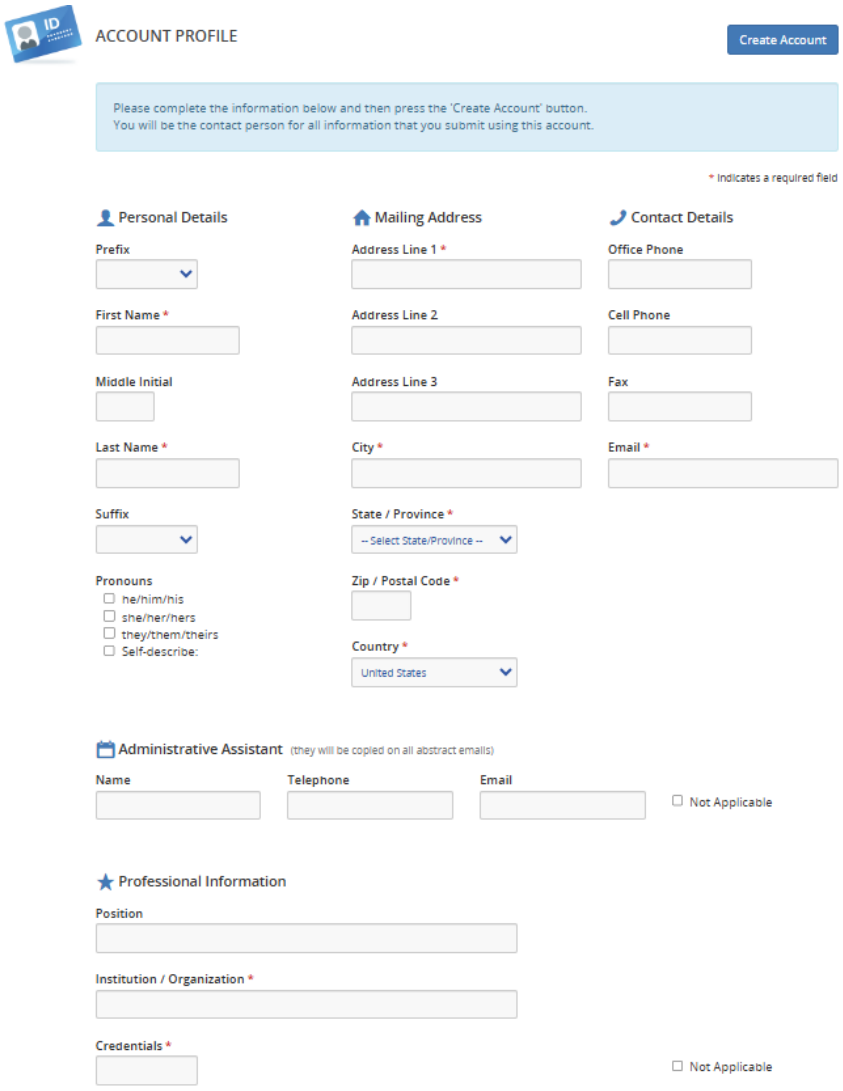
Creating a Login

- For all submissions, you must login to the Cadmium module at **NANS 2027 Abstract Submission Site.**
- If you are submitting an abstract or submitting on someone's behalf then you will be required to create an account. Click the **"Create Account"** button under "New Users" to begin.
- Once you have an account, if you would like to submit more abstracts or edit your abstract before the deadline, then you will login by **"Already a User".**
- If you forget your access key (password), please click on the **"Lost Access Key"** link under already a user.



Account Profile

- To create an account you will need to enter your contact information.
- An * indicates a required field that must be completed.
- You are required to enter your first name, last name, address, city, state, zip, country, email address, institution/organization, and credentials.



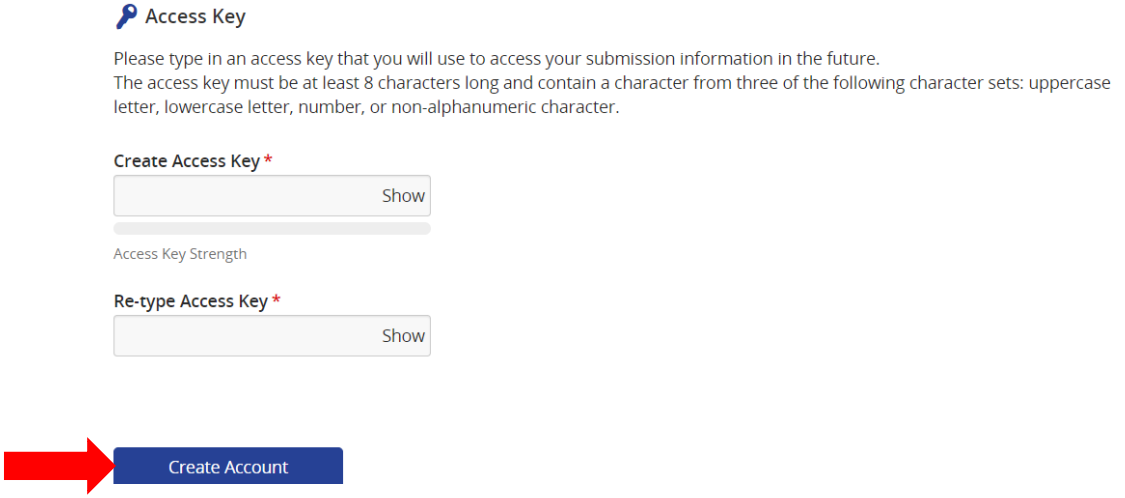
Access Key:

You will need to create an access key that you will use to access your submission information in the future.

The access key must:

- Be at least 8 characters long
- Contain a character from three of the following character sets
    - Uppercase letter
    - Lowercase letter
    - Number
    - Or non-alphanumeric character
- After you set up your access key then you will use your email and this access key to login to the system

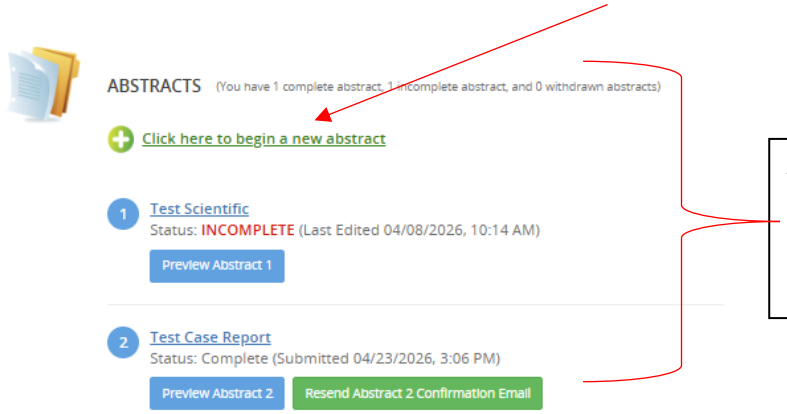
After creating your access key, then please click on the **"Create Account"** button.



- Please read the **"Privacy Policy"** and indicate consent at the bottom of the page to continue.

Starting an Abstract/Editing your Abstract

To start your proposal, please click on the **"Click here to begin a new abstract"** link.



A list of all abstracts you create, including the status of each are displayed on this page.

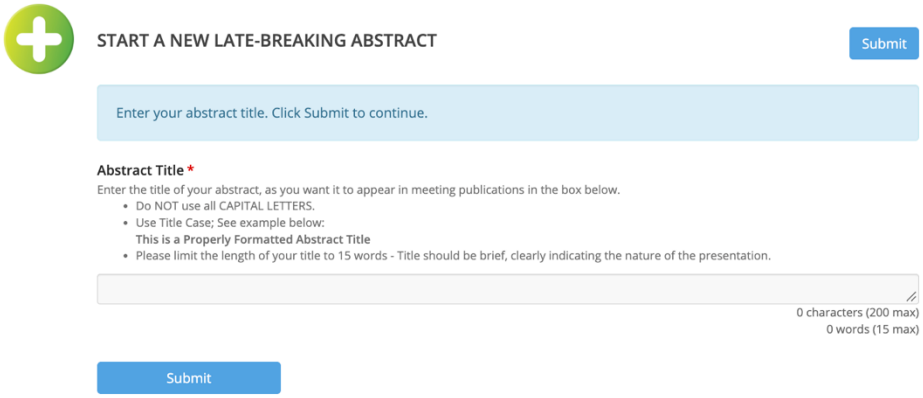
To edit a abstract: Click on the **abstract title**

- To contact NANS staff, click on the "**Contact Event Organizer"** link.
- To view or update your contact information click on the **"View/Edit Your Profile"** link.
- For any technical problems, click on the "**Technical Support**" link in the upper right corner.



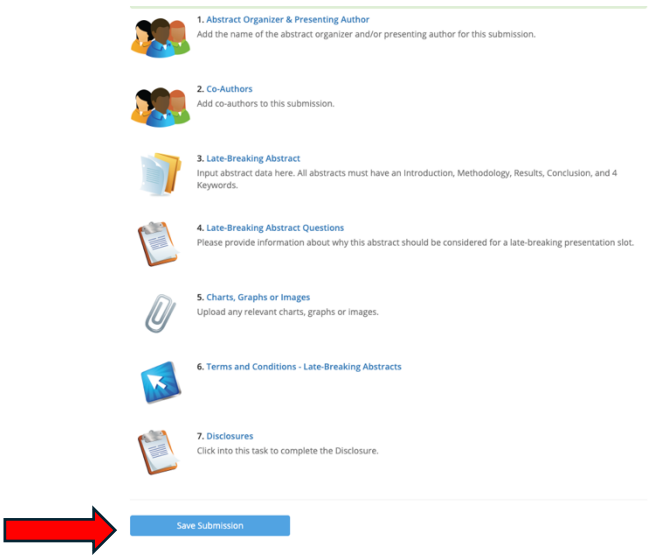
Adding an Abstract

Next, you will answer some initial questions about your abstract.



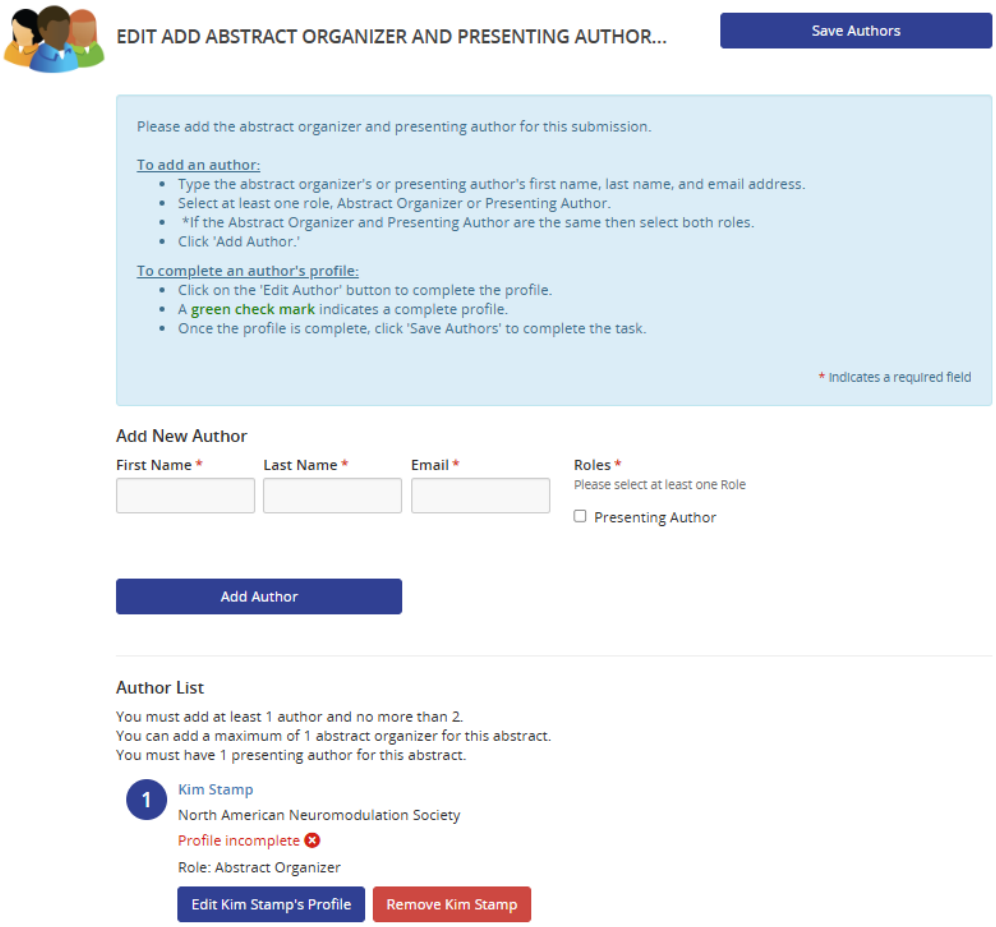
Task List:

- Each task will guide you through the information required to submit your abstract in the system.
- Please click on each task and enter the requested information.
- Once a task is completed, the task will have a large green check mark next to it.
- Tasks include:
    - **Task 1:** Add Abstract Organizer and Presenting Author
    - **Task 2**: Co-authors
    - **Task 3:** Late-Breaking Abstract
    - **Task 4**: Late-Breaking Abstract Questions
    - **Task 5:** Charts, Graphs or Images
    - **Task 6**: Terms and Conditions
    - **Task 7:** Disclosures



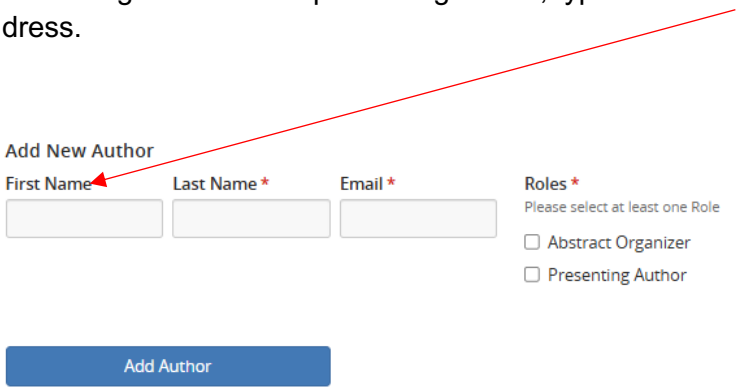
Task 1: Add Abstract Organizer and Presenting Author

- You will enter your information for the abstract organizer as well as for the presenting author. All communications for the abstract are sent only to the presenting author.

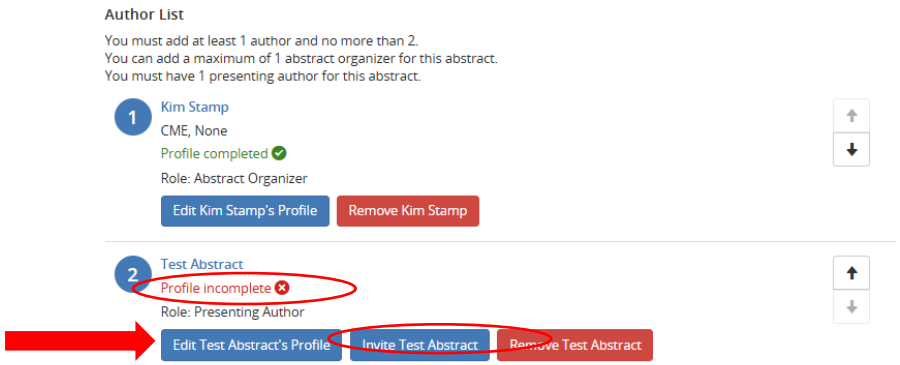


- When adding the abstract organizer and presenting author to the abstract you will be required to provide their first name, last name, address, city, state, zip, country, email address, institution/organization, and credentials.
- Abstract roles and responsibilities can be found in the submission guidelines.
- Abstract roles include:
    - Abstract Organizer
    - Presenting Author

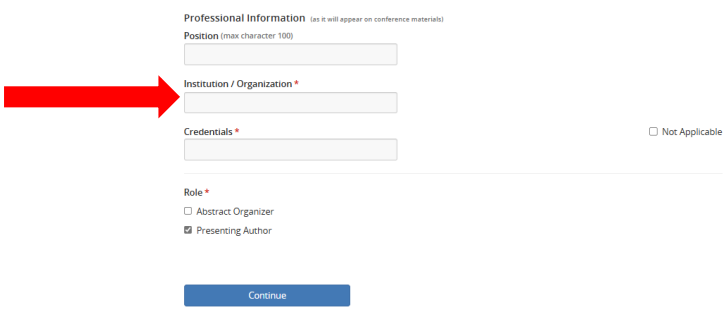
- To add the abstract organizer and or presenting author, type their first name, last name, and email address.



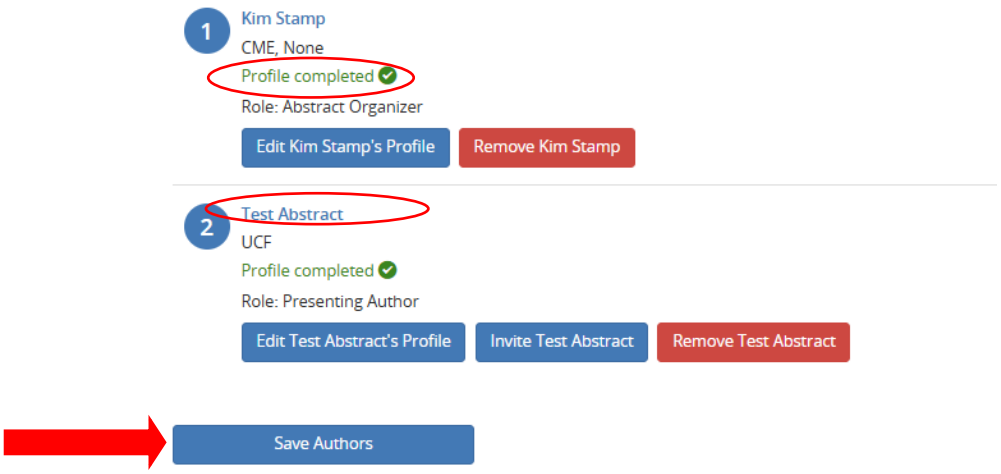
- Select the role for your abstract (Abstract Organizer or Presenting Author) and click on the **"Add Author"** button to save to the author list.
- *Please note, the Abstract Organizer role should only be selected if you are submitting a abstract on behalf of someone. This role is not considered part of the education session.*
- Note, the abstract role's Institution/Organization is a required field. If this is not listed, then it will say "**profile incomplete"**. To complete a faculty member's profile, click on the **"Edit"** button.
- You may also invite an individual to edit their profile. Click on the **"Invite name"** button to do this.



- You will be able to add their information and Institution/Organization in their profile. Click the "**Continue**" button when you are done.



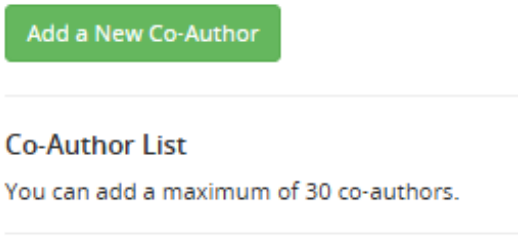
- A green check mark indicates a complete profile. Once you have entered all your faculty click on the **"Save Authors"** button.



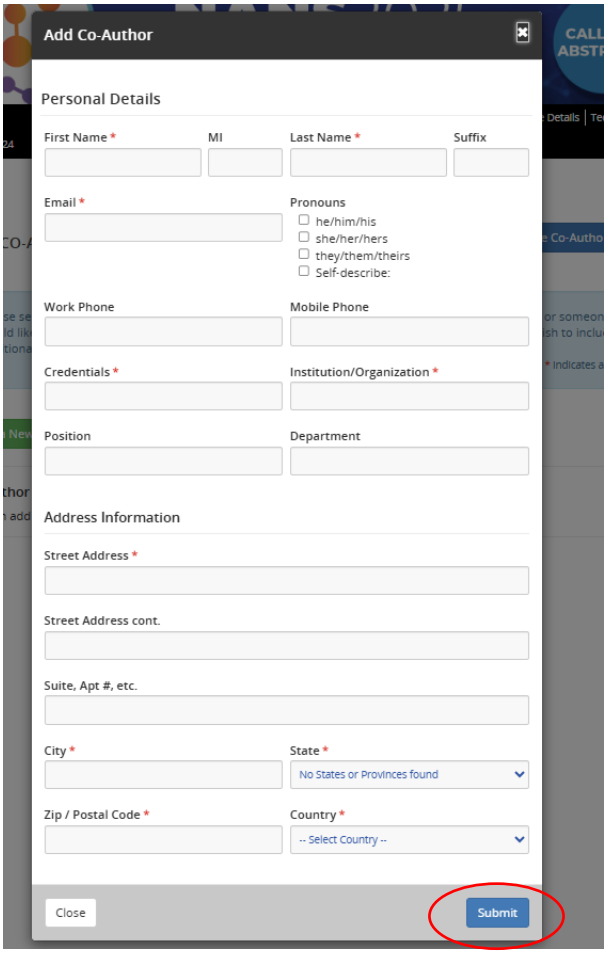
- This will take you back to your Task List. You will see a green check mark next to the task that has been completed.

Task 2: Co-authors

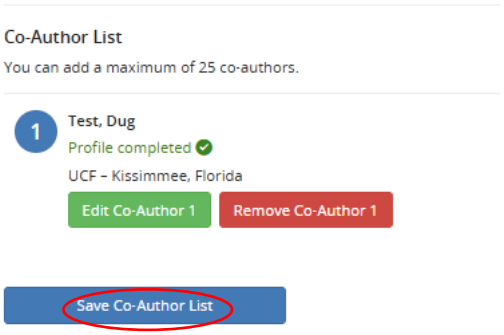
- Next, you will add all co-authors for your abstract. Questions with an *** indicate a required field.**
- Click the "**Add a new Co-author"** button.



- On this page you will need to enter information for your co-authors. Anything noted with an * is a required field. **Please make sure to select the Country which will then allow you to select the state.** Once you are done click the blue **"Submit"** button. You can then click on the Add a New Co-author button again to enter more co-authors. You may enter up to 30.



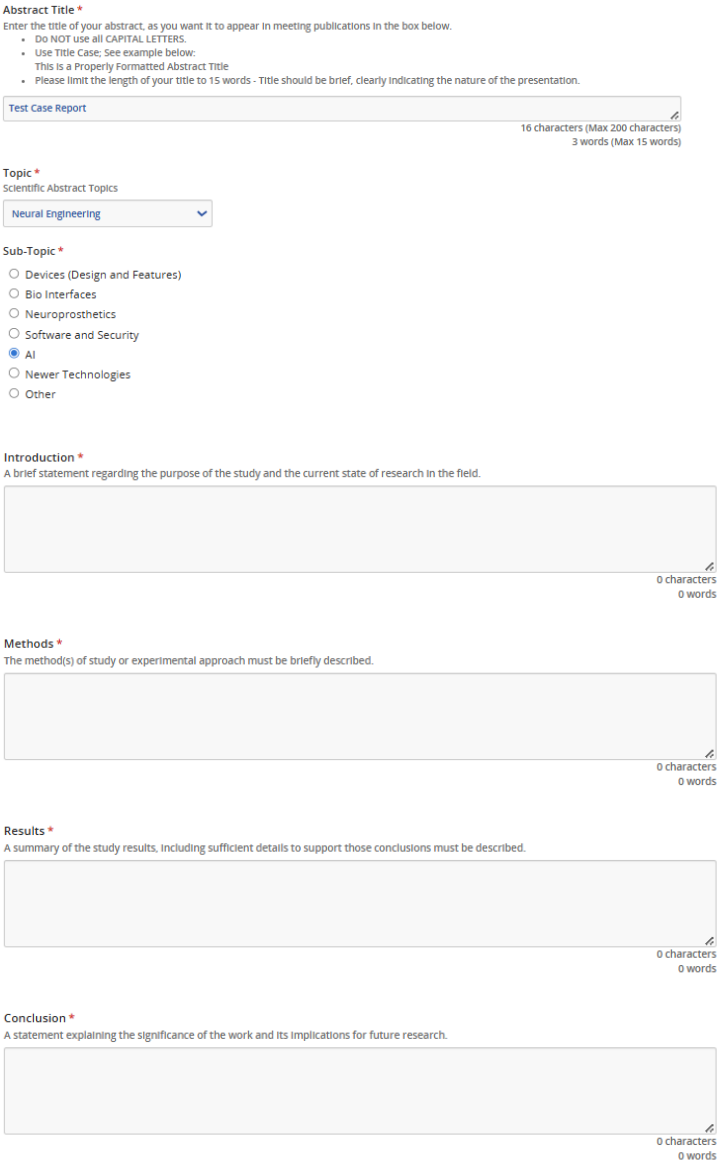
Once you have entered all of your Co-Authors, please select the blue **"Save Co-Author List"** button



- This takes you back to the task list which will show a green check mark for the Co-Authors task.

Task 3: Late-Breaking Abstract

- In this task you will select the topic and subtopic if there is one.
- You will input your abstract Introduction, Methods, Results and Conclusion.
- Input keywords for your abstract
- Enter any References and Funding Sources



Abstract Title *

Enter the title of your abstract, as you want it to appear in meeting publications in the box below.

- Do NOT use all CAPITAL LETTERS.
- Use Title Case; See example below:
  This Is a Properly Formatted Abstract Title
- Please limit the length of your title to 15 words - Title should be brief, clearly indicating the nature of the presentation.

Test Case Report

16 characters (Max 200 characters)
3 words (Max 15 words)

Topic *

Scientific Abstract Topics

Neural Engineering

Sub-Topic *

- ○ Devices (Design and Features)
- ○ Bio Interfaces
- ○ Neuroprosthetics
- ○ Software and Security
- ◉ AI
- ○ Newer Technologies
- ○ Other

Introduction *

A brief statement regarding the purpose of the study and the current state of research in the field.

0 characters
0 words

Methods *

The method(s) of study or experimental approach must be briefly described.

0 characters
0 words

Results *

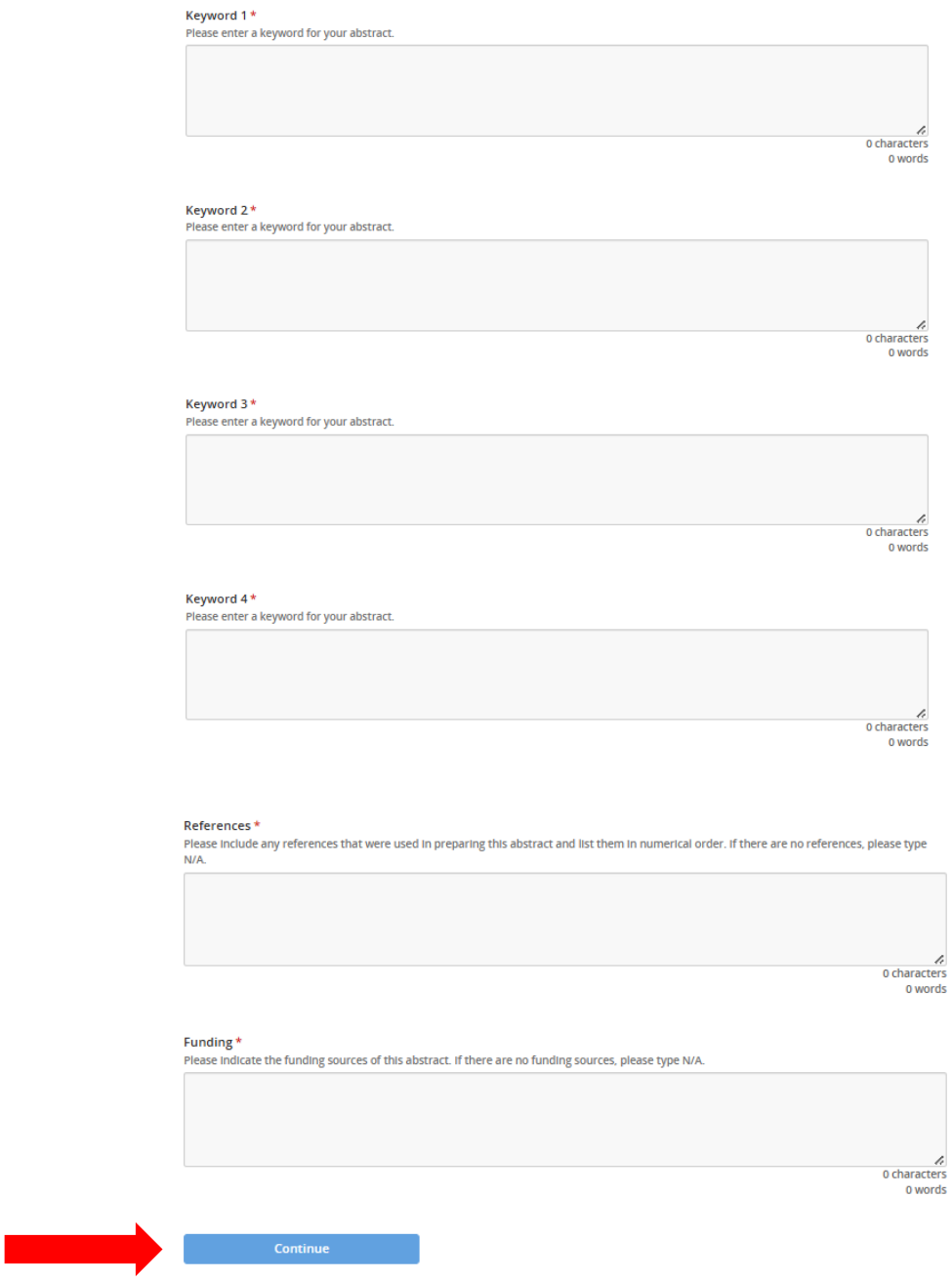
A summary of the study results, including sufficient details to support those conclusions must be described.

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Conclusion *

A statement explaining the significance of the work and its implications for future research.

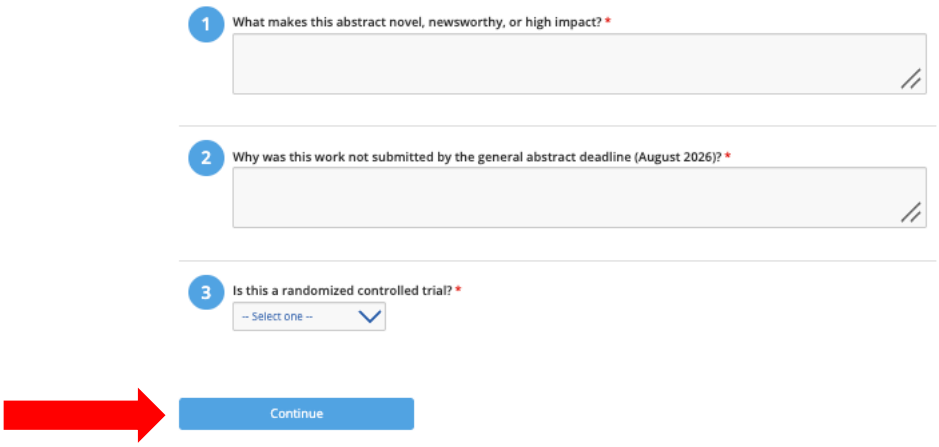
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Once you have entered all your information click the Blue Continue button. This will take you back to the task list and you will see a green check mark next to the Abstract Task.

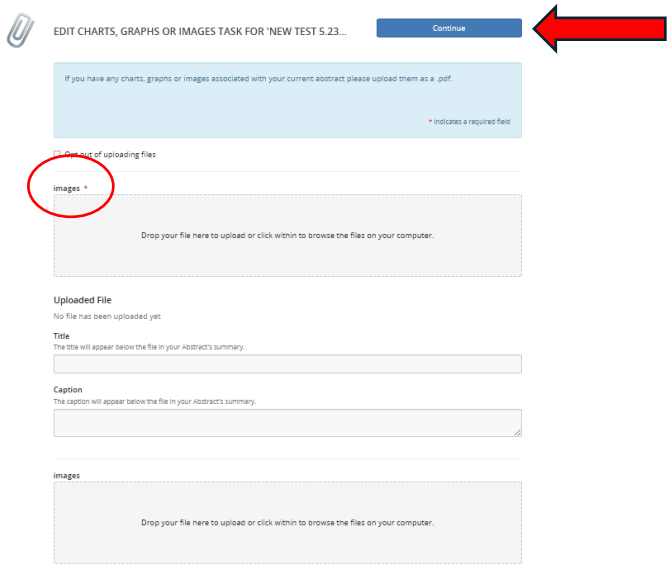
Task 4: Late-Breaking Abstract Questions

- Here you will answer questions about why your abstract should be considered for a late-breaking abstraction slot.



Task 5: Charts Graphs or Images

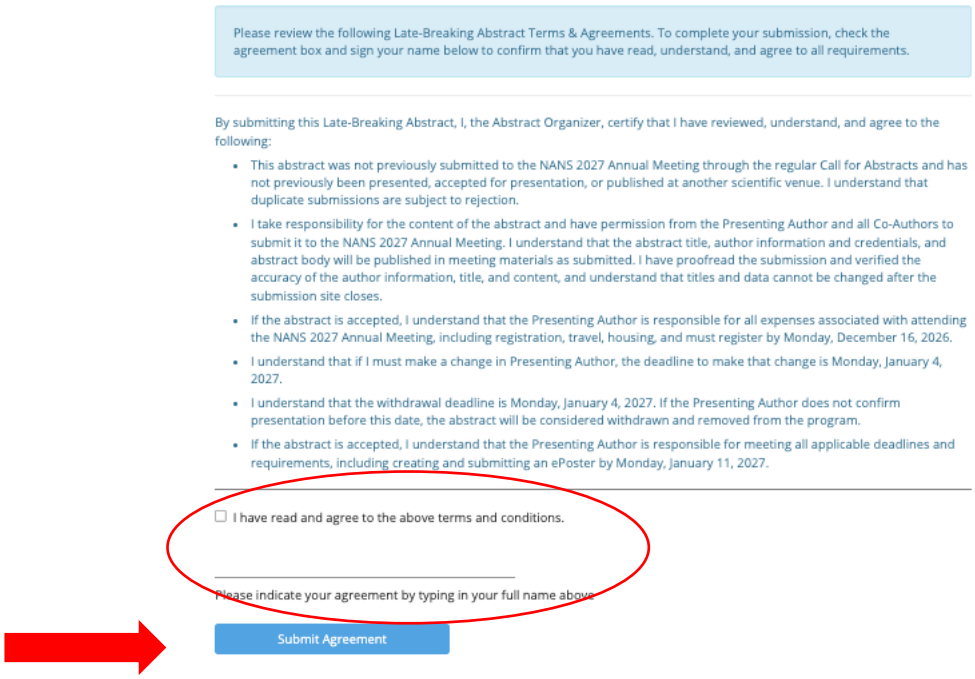
- For this task you will upload graphs or images for your abstract. If you do not have any charts, graphs or images you can click to Opt out of uploading Files.
- Once you are done click the blue **"Continue"** button



This will take you back to the task list and you will see a green check mark next to the Abstract Task.

Task 6: Terms and Conditions

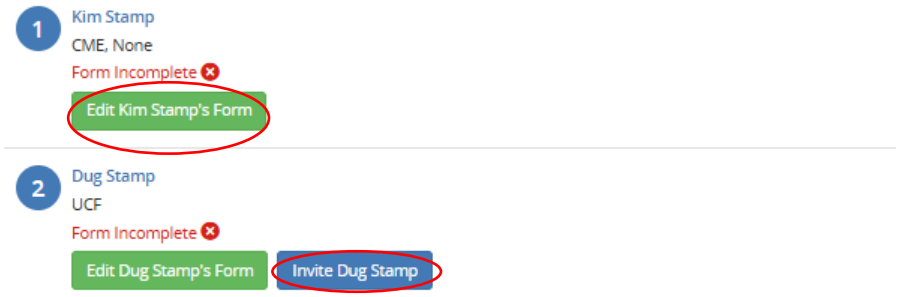
- For this task you will read a series of statements and note that you have reviewed and agree. Once you have read and clicked to accept all of them you will be asked to sign your name to indicate agreement. You can then click on the blue **"Continue" button.**



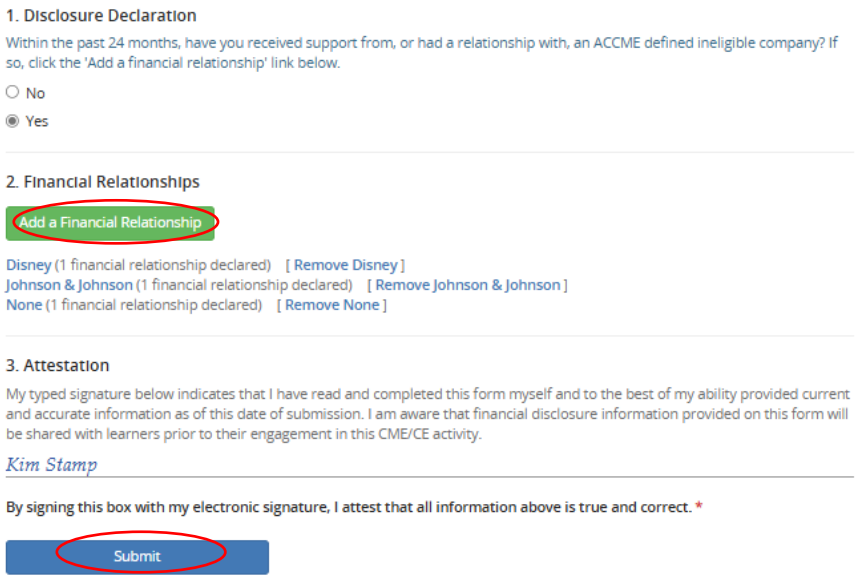
This will take you back to the task list and you will see a green check mark next to the Terms and Conditions Task.

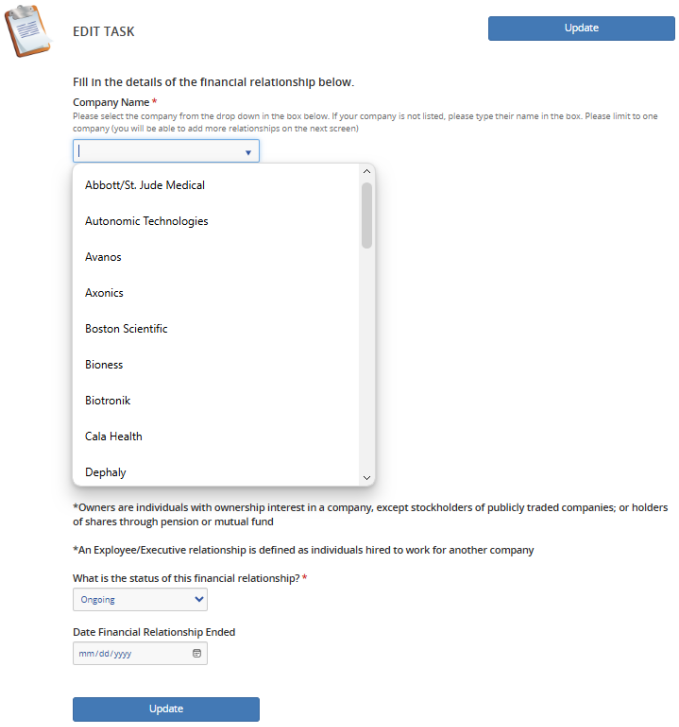
Task 7: Disclosures

- Related to CME, all individuals who are involved in the development and presentation of content are required to disclose (or report) all financial relationships they hold with an ACCME-defined "ineligible company" *, within the last 24 months.
- Click on the **Green Edit Form** to input your disclosure information. You can also click on the **Blue Invite button** to send an email to your presenting author to input their disclosure information. ***You will not be able to fully submit your abstract task until your presenting author has finished their disclosure.***



- If you have a financial relationship to disclose select yes and click the green "**Add a Financial Relationship"** button**.** You will then be able to enter your financial relationships. Once done adding your relationship click the blue **"Update"** button. If you have more than one relationship, click the green " **Add a** "**Financial Relationship** button once again to enter that relationship. Once all your relationships have been added, click the blue **"Submit" button**.





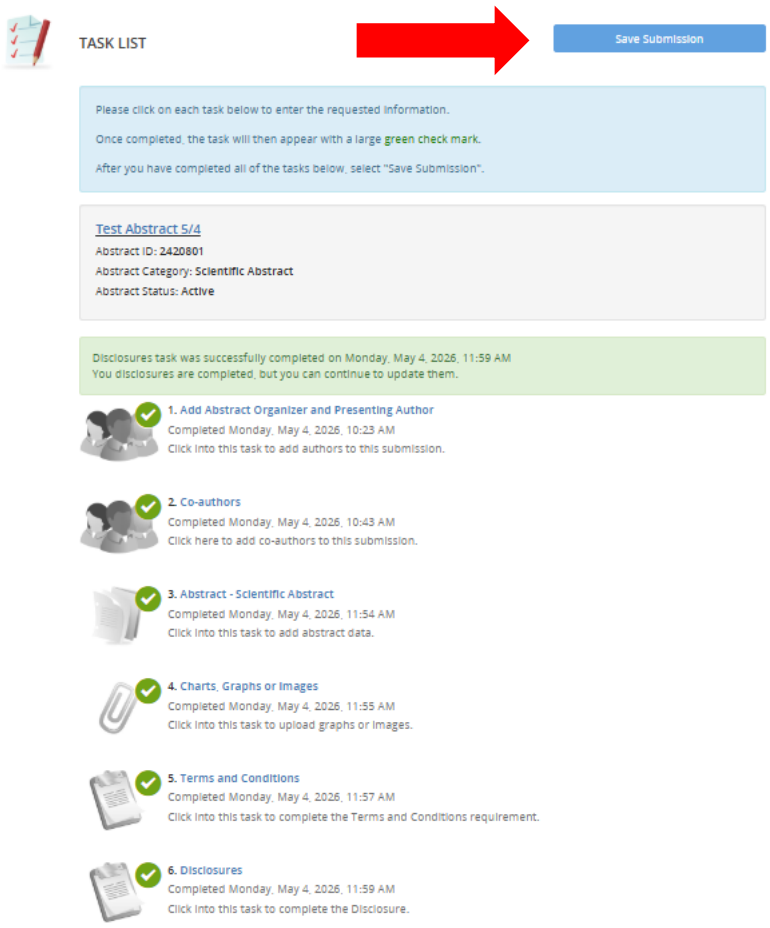
Until your presenting author has completed their disclosure, you will not be fully able to submit your abstract task. To get back to the task list to input other information for your abstract click **Home** at the top of the screen. You can then **click on the Title of your abstract** to see the Tasks associated with it.



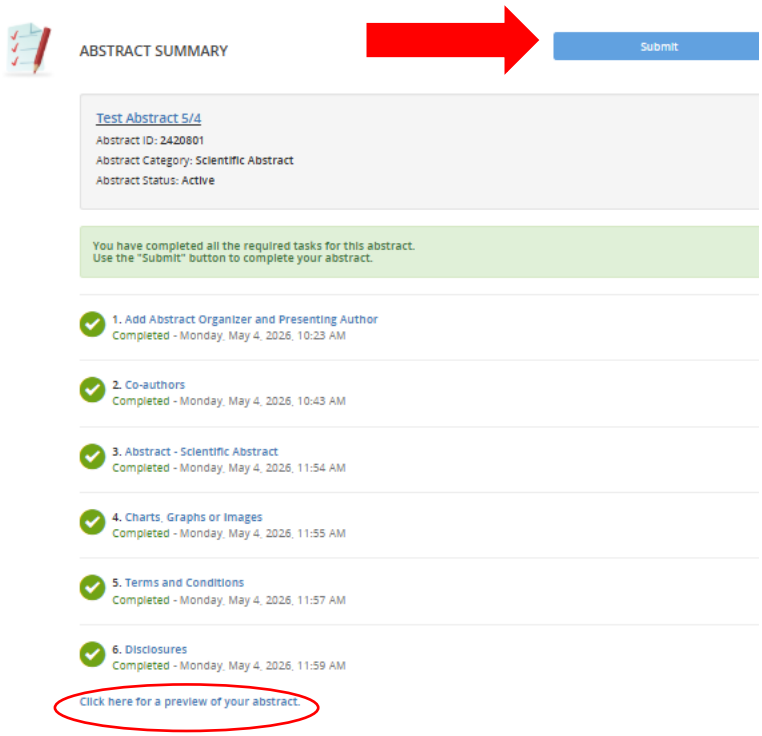
Once both the abstract organizer and the Presenting author have completed their disclosure you can go back into the Abstract task and then click on the Blue Save Disclosures button. This will take you back to the task list and you will see a green check mark next to the Disclosure Task.

Steps to Submitting your Abstract

- Once all tasks have been completed and your presenting author has completed their disclosure, click on the **"Save Submission"** button



- To preview your abstract, click on the link, **"Click here for a preview of your abstract".** This will take you to a screen to print a copy of your abstract.
- Click on the **"Submit"** button to submit your abstract.



- An email to confirm your submission will be sent to you immediately from the abstract submission system. Please check your spam folder if you do not see the confirmation email in your inbox. An example of the email is below.



Call for Abstracts: 2027 Annual Meeting Call for Abstracts

You can access your Abstract at any time by clicking here.

Abstract Category
Scientific Abstract

Abstract Status:
Complete

Abstract ID:
2420801

Abstract Title:
Test Abstract 5/4

Author(s)

1. Kim Stamp (Role: Abstract Organizer;Presenting Author)

Co-Author(s)

Editing Your Submission

- You will be able to edit your submission until the site closes on **Monday, November 2, 2026, at 1:00 PM CDT.** To edit your submission, login to the **2027 Call for Abstracts Submission Site.** and click on the proposal you would like to edit.

Questions? NANS Staff at education@nans.org