



## **LATE BREAKING ABSTRACT SUBMISSION INSTRUCTIONS**

### **SUBMISSION CRITERIA**

Abstracts submitted during the late-breaking time, **January 10 - February 7, 2020**, will only be considered if the data / analysis were not available before the ATC original abstract submission deadline date of **December 6, 2019**. There are no exceptions.

There will be very limited slots for late breaking presentations. Please include a brief justification (on the Questionnaire submission page) why this should be considered a "late breaking abstract".

### **PREVIOUS PRESENTATION OF ABSTRACTS**

Late Breaking Abstracts will be considered for presentation if they have **NOT** been previously published as an article at the **TIME OF SUBMISSION**.

### **Target Audience**

The American Transplant Congress is designed for physicians, surgeons, scientists, nurses, organ procurement personnel and pharmacists who are interested in the clinical and research aspects of solid organ and tissue transplantation. The meeting will provide the most current information in the field of transplant science.

### **Format**

A variety of formats are planned that will encourage the exchange of new scientific and clinical information and support an interchange of opinions regarding care and management as well as socioeconomic, ethical and regulatory issues relevant to organ and tissue transplantation.

Scientific material will be presented through symposia, concurrent workshops, peer reviewed oral and poster presentations as well as small parallel workshops designed for in-depth exploration of both clinical and basic science topics.

### **Purpose**

The purpose of the meeting is to:

- Review and evaluate the latest clinical and basic science advances in transplantation science, medicine and surgery;
- Investigate recent developments in transplant biology, immunology and organ preservation;
- Examine the broad but critical issues in transplantation, including social and policy issues.

Submitting an abstract to the American Transplant Congress means that it will be peer reviewed and may be accepted for either an oral or a poster presentation. All accepted abstracts will be published online in a Supplement to *The American Journal of Transplantation*, the Joint Journal of the American Society of Transplant Surgeons (ASTS) and American Society of Transplantation (AST). You may submit as many abstracts as you wish.

### **LATE BREAKING ABSTRACT NOTIFICATION**

By February 25, 2020, all submitters will receive notification of their submitted abstracts status for the meeting. If you do NOT receive an email notification regarding your abstract by February 25, 2020, please send an email inquiry to Technical Support at [atc@support.ctimeetingtech.com](mailto:atc@support.ctimeetingtech.com) or call 1.217.398.1792.

Inquiries received before February 25, 2020 will not receive a response. Inquiries received after this date will receive a prompt response. All presenters are expected to cover their own travel and lodging and pay the registration fees.

### **LATE BREAKING ABSTRACT SUBMISSION FEES**

ATC offers discounted Late Breaking Abstract Submission fees for current ASTS / AST members. The first or last author on the abstract can be a current member of ASTS / AST to obtain the discounted member fee.

ASTS / AST Member Fee Per Submission: \$50

Non-Member Fee per Submission: \$100

### **LOGIN INSTRUCTIONS**

#### **Current ASTS / AST Members**

##### **Returning Users:**

1. Enter the **email address** associated with your **membership** as your **Username**.
2. Enter your Unique Password.
3. If you don't remember your password, select "Forgot Password".

##### **First Time Users:**

1. Select "Forgot Password"
2. Enter the **email address** associated with your **membership** as your **Username**.
3. Follow instructions to set a unique password.

#### **Non-Members**

##### **Returning Users:**

1. Enter the email address associated with your Username.
2. Enter your Unique Password.
3. If you don't remember your password, select "Forgot Password".

##### **First Time Users:**

1. Select "Create New Account"

### **ABSTRACT POLICIES**

1. **Abstract Preparation:** Abstracts must conform exactly to the instructions provided for electronic submission (by the American Transplant Congress). Abstracts must be submitted in English and all presentations will be in English.
2. **Publication:** Abstracts accepted for oral or poster presentation will be published online in a supplement to the *American Journal of Transplantation*, the Joint Journal of the American Society of Transplant Surgeons and the American Society of Transplantation. Abstracts not accepted for presentation will not be published. Abstracts and program will also be posted prior to the meeting on the American Transplant Congress website. Please check this for official publication date.
3. **Informed Consent:** Any studies involving human subjects must conform to the principles of the Declaration of Helsinki of the World Medical Association (Clinical Research 1966:14:103) and must meet all of the requirements governing informed consent of the country in which the study was performed. Any transplant procedures performed must meet with the prevailing ethical standards.
4. **Use of Animals:** All studies involving the use of animals must conform to the 1991 revision of "Guiding Principles in the Care and Use of Animals" (American Physiological Association).
5. **Employees of Commercial Interests:** ATC recognizes that employees of commercial interests are often involved in research and discovery and encourages these employees to submit abstracts to facilitate the flow of new information. In order to be compliant with the various continuing medical education regulatory bodies, abstracts submitted by employees of commercial interests should not include patient care recommendations. They should focus on the biology, physiology or physics and include content about the discovery process. Abstracts should avoid discussion of products, treatment or diagnostics. Abstracts from employees of commercial interests that are selected for oral or poster presentation will be subject to additional review prior to ATC.

6. **Co-Author Approval:** Ensure that all co-authors approve of the abstract submission, publication, and potential presentation. **Abstracts cannot be changed or withdrawn after February 10, 2020.**
7. **Abstract Review:** Abstracts will be blinded for peer review. Authors should be cautious in using institutional references in the body of the abstract. Do not put author names and/or affiliations in the body. **Abstracts which include reference to authors or institutions will not be reviewed.**
8. **Changes to Abstract:** You are able to edit your abstract until the submission deadline. After the submission deadline, only minor abstract changes (author or institution changes, disclosure, keyword or questionnaire updates) are allowed. The deadline for minor updates and all withdrawals is February 10, 2020. Any corrections, withdrawals and/or changes will not be accepted after this date. Please note: the submission fee is final and non-refundable regardless of abstract edits or withdrawal.
9. **Abstract Receipt Confirmation:** You will receive an email confirmation upon finalizing the submission of your abstract.
10. **Abstract Submission Fee:** A submission fee of \$50 for ASTS and/or AST members (first OR last author) or \$100 for non-members is required to submit each abstract. **This fee is required at the time of submission and is accepted by online credit card payment only.**
11. **Author Disclosure:** ALL abstract authors are required to disclose any conflict of interest.
12. **Abstract Clinical Content Validation:**
  1. All the recommendations involving clinical medicine in a activity must be based on evidence that is accepted within the profession of medicine as adequate justification for their indications and contraindications in the care of patients.
  2. All scientific research referred to, reported, or used in this activity in support or justification of a patient care recommendation must conform to the generally accepted standards of experimental design, data collection, and analysis.
  3. Abstract content should not promote recommendations, treatment, or manners of practicing medicine that are not within the definition of CME, or known to have risks or dangers that outweigh the benefits or known to be ineffective in the treatment of patients. Abstracts containing advocacy of unscientific modalities of diagnosis or therapy will not be considered.

## ABSTRACT PREPARATION

1. **Abstract Layout:** Abstracts must conform exactly to the instructions provided for electronic submission (by the American Transplant Congress). Abstracts must be submitted in English and all presentations will be in English. The abstract character limit is 2750 characters. This count includes characters and spaces in the following: Abstract Title, Abstract Structure, Authors/Institutions, Table, and Figures.
2. **Abstract Style:** Please check your abstract carefully for typographical errors, misspellings, poor hyphenation, etc. They will be glaringly apparent in the published abstract.
3. **Abstract Descriptors:** Category descriptors are provided in the Questionnaire section of the online submission program. These descriptors are used by the Joint Planning Committee to classify abstracts for review.
4. **Title:** The title should be brief, but long enough to identify clearly the nature of the study. **Submit the Abstract Title in All Title Case.**
5. **Abstract Structure:** The body of the abstract should be organized as follows:
  - A. A sentence stating the study's purpose.
  - B. A brief description of methods.
  - C. A summary of the results.
  - D. A statement of conclusions reached. Do not state simply the "the results will be discussed."
6. **Abbreviations:** Abbreviations should conform to the Style Manual for Biological Journals (American Institute of Biological Sciences, 3900 Wisconsin Avenue, Washington, DC 20016). Avoid abbreviations in the abstract title. Place nonstandard abbreviations in parentheses after the full word the first time it appears. Use no more than three nonstandard abbreviations.
7. **Tables and Graphs:** Simple tables and graphs may be included if they fit within the size constraints of the electronic program. Follow the instructions in the program for submitting graphs and use the table formatting function for table preparation. **PLEASE NOTE: Images will appear smaller according to journal specifications. Please make sure that your image is simple enough to be readable when printed.**

8. **Drug Names:** Use product names (capitalized) only when necessary. Use chemically generic names wherever possible (lower case).
9. **Key Words:** Please provide four (4) key words, using the dropdown lists provided in the Keyword section of the online submission program.

## Online Submission Notes

This section contains information to guide you through the online submission process. We recommend that you print this page and use it as a reference during this process.

- Click the buttons on the left side of the screen and complete each section. Be sure to carefully follow the instructions within each section.
- Save your work by clicking Save Information. This does not submit your abstract for review. Be sure to save your work before logging off the site.
- You can log off at any time without submitting your abstract and return to continue your work at another time. As long as you do not submit the abstract, it can be edited and revised online as many times as needed. If you give your username and password to another person, they will have access to edit all abstracts you have not submitted for review.
- Verify that your abstract is correct by clicking Preview Abstract.
- Click on Submit Your Abstract, but ONLY when you are sure that your abstract is complete and in final form.
- Print out and proofread the abstract preview to verify that it is correct before completing the submission process. REMEMBER: Once you complete the submission process, an additional \$25.00 fee will be required to make any changes.
- Payment of the \$50 for ASTS/AST members and \$100 for non-members must be completed on the credit card screen to complete submission of your abstract.
- Payment will be displayed as "CTI" on credit card statements.