ISBER 2016 Guidelines for Abstract Submission

Abstract Submission Deadline: December 4, 2015 at 11:59pm North America Eastern Time
For more information, see meetings.isber.org

Submission Guidelines

- Each abstract will be peer reviewed for (a) scientific content, (b) the scientific merit of the research, and (c) adherence to standard formatting rules followed by the Society. The decision to accept or reject an abstract rests with the scientific program organizers.
- All abstracts must be submitted online. Faxed, emailed, or mailed abstracts are not acceptable.
- With the exception of abstracts submitted to the Innovative Technologies category, product advertisements are not appropriate for presentation. The ISBER Program Committee reviews the abstract content and ISBER reserves the right to exclude abstracts that promote commercial interests inappropriately or are viewed as unethical in content. If you are interested in promoting a new product, please review the 2016 Corporate Opportunities Guide.
- Submissions to the Innovative Technologies session are eligible for oral presentation only. Abstract submitters to the Innovative Technologies session should be aware that this is a competitive session with limited presentation slots.
- Submissions to the NEW Biobank Education Tools abstract category must be submitted through a separate portal. Click here to submit to the Biobank Education Tools abstract category.
- Unless otherwise noted, abstracts may be submitted for oral-only, poster-only, or oral or poster presentation. Poster presenters are eligible for an ISBER Poster Award, which is awarded based on a vote by all ISBER 2016 meeting delegates.
- Each author may submit a maximum of two abstracts as first author and may be included as co-author on up to five additional abstracts.

Submission Process

- Complete abstracts must be submitted online no later than 11:59PM Eastern Time on Friday, December 4, 2015. No changes can be made to abstract content or authors after the submission deadline.
- Once an abstract is accepted, additional authors cannot be added.
- Accepted abstracts will be available online and will be published exactly as submitted. Please proofread your abstract, as any errors, misspellings, etc. will not be edited after the submission deadline.
- The presenting author should be the primary contact (or corresponding author).
- Notification of acceptance or rejection and all future correspondence will be emailed to the presenter from the ISBER Head Office by the end of January, 2016.
All communications will be sent to the contact author. If a notification isn’t received by January 31, 2016 please contact ISBER Head Office (meetings@isber.org).
ISBER reserves the right to withdraw a presentation at any time.

**AFTER ACCEPTANCE**

- The **presenting author is expected to register and attend the ISBER Meeting and present the abstract** at the assigned time period to discuss the study and to answer questions. Those presenting abstracts will be responsible for their own travel and meeting expenses. If the presenting author is unable to attend the ISBER Annual Meeting and present the abstract, every effort should be made to arrange for one of the other authors to present the poster. ISBER staff (meetings@isber.org) must be notified of any change in presenters.

- Please note: presenting authors must **register by February 8, 2016** in order to receive the ‘Early Bird’ registration rate. Authors requiring more time to secure approvals for funding may still register by that deadline by selecting the “bill me” option.

**ISBER 2016 Abstract Formatting Instructions**

1. **Language:** The abstract must be written in English. Note that all submissions should be edited to ensure a clear and structured submission.

2. **Topic Selection:** To ensure that your abstract is reviewed for the appropriate session, please submit your abstract to the correct Category. To view the category list, please click here.

3. **Presentation Format:** At the meeting your paper may be presented orally or as a poster. Please indicate your preference. Space for oral presentations is limited and therefore the Program Committee may need to override your preference.

4. **Character Count:** The word limit for abstract submission is 2,500 characters including spaces. The submission title is not included in this count.

5. **Title:** Title must be initial caps throughout.
   Example: *Human Repositories and Specimen Collection in China*

6. **Abstract:** Abstracts must be 2500 characters or less (including spaces) and the following fields are required: background/information, methods, results, and conclusions. Figures and tables are NOT permitted in the abstract.

7. **Confirmation:** When you finish submitting your abstract, you will receive a confirmation screen verifying your submission and assigning a tracking number to your abstract. Please save your confirmation number. It will serve as your identification number for corrections, scheduling, and notification.

8. **Corrections:** If you have changes to your abstract please log in to the abstract site as a returning user. You will be able to edit your submitted abstracts until December 4, 2015. **DO NOT CREATE A NEW SUBMISSION.**