



ISBER 2018 Annual Meeting

Guidelines for Abstract Submission

Abstract Submission Deadline: December 13, 2017 at 11:59pm Central European Time

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 outlined where applicable. The decision to accept or reject an abstract rests with the Biospecimen Research Symposium Program Committee.
- All abstracts must be submitted online in Microsoft Word. Faxed, emailed or mailed abstracts will not be accepted.
- **Product advertisements are not appropriate for presentation.** The 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 or service, please contact Samantha Wale (samantha@isber.org) to discuss corporate opportunities at the Luxembourg meeting.
- Unless otherwise noted, abstracts may be submitted for *oral-only*, *poster-only* or *oral or poster*.
- Each author may submit a maximum of two abstracts (regardless of submission category) as first author and may be included as co-author on up to five additional abstracts.
- Please note that authors may submit their abstracts to both the ISBER Biospecimen Research Symposium in Luxembourg and the ISBER 2018 Annual Meeting in Dallas
- Abstracts submitted under any other category other than biospecimen research will not be accepted for presentation in Luxembourg. These authors will be asked to submit their abstracts to the ISBER 2018 Annual Meeting in Dallas, May 20-24, 2018.

SUBMISSION PROCESS

- Complete abstracts must be submitted online no later than 11:59PM Central European Time on **December 13, 2017**. 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 presenting author** from the ISBER Head Office by **January 5, 2018**.

All communications will be sent to the presenting author. If a notification isn't received by January 5, 2018 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 Biospecimen Research Symposium 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 Biospecimen Research Symposium and present the abstract, every effort should be made to arrange for one of the other authors to present the abstract. **ISBER Head Office (meetings@isber.org) must be notified of any change in presenters.**
- Please note: presenting authors must **register by February 2, 2018** 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 2018 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. **File Type:** The abstract must be submitted as a Microsoft Word document. Any abstracts submitted as a PDF will be asked to resubmit in Word.
3. **Topic Selection:** All abstract submissions will be submitted under the topic of biospecimen research and science.
4. **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.
5. **Character Count:** The word limit for abstract submission is **2,500 characters including spaces**. The submission title is not included in this count.
6. **Title:** Title must be initial caps throughout.
Example: *Innovations in Human Research Biobanks and Specimen Collection in China*



7. **Abstract:** Abstracts must include the following required fields: background, methods, results, and conclusions
Note: Figures and tables are NOT permitted in the abstract.

ISBER 2018 Abstract Submission Instructions

1. **Submission Link:** Abstracts must be submitted online here:
<http://www.isber.org/?page=LuxembourgAbstract>
 - a. Abstracts will NOT be accepted by mail, email, or fax.
 - b. All abstract must follow the above abstract formatting instructions.
 - c. All abstracts must be submitted as a Microsoft Word document.

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