Guidelines for Abstract Submission

Submission Deadline: November 7, 2022 at 11:59pm North America Eastern 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 ISBER Program Planning Task Force.

- All abstracts must be submitted online. Fax, email, 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 Planning Task Force 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 review the Annual Meeting Corporate Opportunities Guide. (Email sponsorship@isber.org for more details on the Guide!)

- Unless otherwise noted, abstracts may be submitted for **oral-only, poster-only, oral or poster, virtual poster only**.

- The ISBER 2023 Annual Meeting will be a hybrid meeting including opportunities to attend in-person or virtually. As such, **you may choose to present your abstract in-person in Seattle, USA and virtually, or virtually-only via the virtual meeting platform**.

- If the in-person portion of the ISBER Annual Meeting is cancelled due to, for example, the ongoing COVID-19 pandemic or other health or security reason, all abstract presenters will be expected to present their abstract virtually.

- 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.

SUBMISSION PROCESS

- Complete abstracts must be submitted online no later than 11:59PM North America Eastern Time on **November 7, 2022**. No changes can be made to abstract content or authors after the submission deadline.

- Once an abstract is accepted, additional authors cannot be added.

- Please proofread your abstract to ensure no errors, misspellings, etc. Edits will not be accepted 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.

- ISBER reserves the right to withdraw a presentation at any time.
AFTER ACCEPTANCE

- The ISBER 2023 Annual Meeting will be held as a hybrid meeting, meaning delegates will have the option to attend in-person or virtually. The presenting author is expected to register and attend the Annual Meeting (in-person or virtually) 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 meeting-related 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 abstract. ISBER Head Office (info@isber.org) must be notified of any change in presenters.

- Individuals who plan to present their abstract in-person in Seattle will still need to prepare a virtual version of their abstract for the virtual audience.

- Please see acceptance letter for further details on registration instructions.

ISBER Abstract Formatting Instructions

Please review the abstract formatting instructions below carefully. Please note that improperly formatted abstracts may be rejected.

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.

3. Presentation Format: At the meeting your paper may be presented orally or as a poster at the in-person event, or virtually only. Please indicate your preference. Space for oral presentations is limited and therefore the ISBER Program Planning Task Force 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: Innovations in Human Research Biobanks and Specimen Collection in China

6. Abstract: Abstracts must include either of the following sets of required fields:
   - Background, Methods, Results, and Conclusions OR
   - Statement of the Problem, Proposed Solution and Conclusions

   Note: 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 the submission deadline. PLEASE DO NOT CREATE A NEW SUBMISSION.