



## ISBER 2019 Regional Meeting & Exhibits Minneapolis, USA

### Guidelines for Abstract Submission

**Abstract Submission Deadline: June 3, 2019** 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 Regional Scientific Program Advisory Committee.
- 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 Regional Scientific Program Advisory 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 review the [ISBER 2019 Regional Meeting Corporate Opportunities Guide](#).
- Unless otherwise noted, abstracts may be submitted for *oral-only*, *poster-only* or *oral or poster*. Submissions to the Biobank Tools category will be considered for presentation during an assigned timeslot at the ISBER Tool Booth in the exhibit hall.
- 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 **June 3, 2019**. 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 **July 2019**. If a notification is not received by July, please contact the ISBER Head Office ([meetings@isber.org](mailto: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 2019 Regional 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 2019 Regional 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 ([meetings@isber.org](mailto:meetings@isber.org)) must be notified of any change in presenters.**
- Please see acceptance letter for further details on registration instructions.

## ISBER 2019 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 ISBER Scientific Program Advisory 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: *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 June 3, 2019. **PLEASE DO NOT CREATE A NEW SUBMISSION.**