

ABSTRACT AND POSTER POLICY

By submitting an abstract for presentation at an AAPS event, the authors agree to abide by the conditions and policies provided below, as well as the decisions of the Abstract Screening Committee and AAPS staff.

Direct questions about this policy to abstracts@aaps.org.

Permissions/Clearances

It is the responsibility of the author(s) to obtain the necessary permissions and clearances for all research, information, and graphics used in both the abstract and the poster. AAPS assumes no liability or responsibility for the publication of any material that is submitted.

Use of the AAPS logo in any abstract submission or poster presentation is STRICTLY PROHIBITED.

Author Registration and Participation Requirements

- Presenting authors are required to:
 - Register by the presenting author deadline.
 - Attend the meeting at which their poster is presented.
- If the presenting author is unable to register for and attend the meeting, a coauthor is required to assume these responsibilities.
 - Coauthors may present in place of the presenting author, if notification is made to AAPS at abstracts@aaps.org.
 - The presenting coauthor must have completed and paid for registration, before the change in presenting author can be made.
- If no authors are able to participate in the meeting, a presenter who is not an author of the abstract may be appointed to do so.
 - Changes in the presenter or presenting author must be sent to AAPS at abstracts@aaps.org.
- Exhibitors who are presenters or presenting authors must complete their registrations by the presenting author deadline, even if they are using an exhibitor registration provided by their employer.

Change in Presenting Author

All requests for a change in presenter or presenting author after the final submission deadline must be sent by the submitting author to AAPS at abstracts@aaps.org and include the Submission ID Number as well as the name and email address of the new presenter or presenting author.

No authors may be added after the submission deadline.

Posters Must Include the Accepted Abstract

Posters that are uploaded for presentation must include the accepted abstract, including all methods used and data resulting from the research. The title of the poster must match, verbatim, the title of the accepted abstract.

Omitting data from a poster presentation that was included in the submitted abstract is unethical. Authors and organizations violating these requirements will be subject to penalties including withdrawal of their abstract and poster, and their being barred from participating in any future AAPS meeting.

Abstracts must be submitted through the submission website by the indicated deadline date. Abstracts submitted after this deadline or by different means will be rejected without review.

Data supporting the conclusion of the abstract must be developed prior to submission. Abstracts stating that data will be developed between the time of submission and the time of the meeting will be rejected without review.

ABSTRACT FORMAT

Abstracts may contain a maximum of 800 words.

Abstracts must include the following elements:

- Data—including all research information, charts, and graphs
 - AAPS rejects any abstract that is not based on data
 - Data tables must be uploaded as one of three possible images and not included in the abstract text boxes
- Title (200-character limit)
 - In headline style, meaning no period at the end of the title
- Authors (limit of 13 authors)
- Affiliations (limit of 1 affiliation per author)
- Purpose (paragraph format)
- Methods (paragraph format)
- Results (paragraph format)
- Conclusions (paragraph format)
- References—Reference any previously published material used in the poster’s research
- Images in JPG Format
 - A total of 3 images are permitted
 - Images are not permitted in the Purpose, Methods, Results, or Conclusions sections
- Tables and/or Charts
 - Tables and charts must be converted to a jpg-format image and upload into the Images section
 - Tables and charts are not permitted in the Purpose, Methods, Results, or Conclusion sections
- Acknowledgements, Disclaimers, Funding, and Other Disclosure or Conflict of Interest Statements
 - Includes any disclaimers, acknowledgements, funding, and other information
 - This information will not be available to reviewers during the review process

Acceptance Criteria

Acceptance of the abstract for poster presentation will be based on the concise, accurate presentation of new data, including data, charts, and graphs. Abstracts will be reviewed and scored based on the following:

- Is the CONCLUSION of the research data-driven?
- How EXCITING/NOVEL will viewers find this research?
- How well does the RESEARCH incrementally advance its field?
- How well does the author’s selected strategy for evaluating the HYPOTHESIS suit the project?

Rejections

AAPS reviews each abstract to ensure it is qualified for consideration. Abstracts that do not meet the requirements outlined below are rejected. Causes for rejection include:

- Lack of data
- Acknowledgements were included in the abstract, preventing a blind review
- Affiliation or company name(s) were included in the abstract, preventing a blind review
 - Product names are permitted
- Commerciality
- Inconsistent or ambiguous data
- Reviews of literature
- Lack of novelty or innovation
- Stating that data or information will be included in the poster presentation
- Previously published research
- The inclusion of previously published information without references
- Failure to follow format guidelines as described above
- Failure to upload tables or charts as images as directed above
- Submission of several abstracts presenting the same work

- The submission of multiple abstracts covering the same or similar work is discouraged and may be rejected by the event's Abstract Screening Committee

Encore Presentations

AAPS accepts encore presentations, which are abstracts and posters that have been presented elsewhere.

No abstract or resulting poster may be displayed without the review and approval of the specific event's Abstract Screening Committee, regardless of prior presentation elsewhere.

Abstract Revisions

- Revisions can be made at any time **before the poster abstract submission deadline**.
- Author names and affiliation or company names will be published as submitted.
- No changes may be made after the submission deadline, including adding or removing authors.

Notification of Acceptance/Rejection

Notification of accept/reject and other pre-submission deadline correspondence will be sent to the submitting author. Once accepted, additional communications will be sent to the designated presenting author.

Appeals

Appeals based on proposed additions or changes to an abstract or poster that has already been submitted will be rejected without consideration by AAPS as these changes constitute a new abstract or poster.

To appeal the rejection or withdrawal of an abstract or poster, the submitting author must email the following to appeals@aaps.org within 5 business days of AAPS issuing the rejection:

1. Email Subject Line: Appeal [Abstract Submission ID Number]
2. Abstract title
3. Contact information for the submitter
4. Statement explaining on what grounds the author feels AAPS should reverse its decision

Appeals submitted by someone other than the submitter of the abstract, or by any means other than stated above, do not constitute an appeal and will be rejected without review.

Upon receiving a request for an appeal, the event's Abstract Screening Committee Chair will seat a Review Committee of three members. The Review Committee will:

1. Consider the policies and requirements for abstracts and posters as described in AAPS' materials
2. Review the abstract as submitted
3. Review the reasoning behind the rejection
4. Review the argument provided by the submitting author

The Review Committee will not consider any proposed changes to the abstract as submitted.

The final decision will be communicated to the author by email.

Poster Schedule

- AAPS will notify presenting authors of the scheduled day, time, location, and assigned poster number by email.
- Notifications will be sent only to the designated presented author or designated presenter.
- AAPS will not change the presentation schedule to accommodate a presenter's personal schedule.

Abstract/Poster Withdrawal

The submitting author may withdraw their abstract or poster at any time.

To withdraw, send written notification to abstracts@aaps.org and include:

1. Submission ID Number (Assigned Poster Number if withdrawing after Poster Schedule is issued)
2. Abstract title
3. Names of authors
4. Contact information for the submitter

AAPS will acknowledge all withdrawal notifications by email.

Withdrawal is not complete until AAPS issues notification of withdrawal to the submitting author.