

ASHI/BANFF Joint Scientific Meeting
September 23-27, 2019
David L. Lawrence Convention Center
Pittsburgh, PA

Abstract Requirements

Abstracts must conform with the following guidelines.

Important Dates:

Abstract Submission Site Opens: **February 2019**

Abstract Deadline: **Monday, April 8, 2019**

Notification Sent: **Week of May 20, 2019**

1. Fees

- There is a non-refundable abstract fee of \$30 USD per abstract, due at the time of abstract submission. Payments must be made via credit card on the submission site; checks are not accepted.
- This abstract fee does not register you for the meeting. All accepted abstract must register separately in order to attend. The abstract submission fee is a non-refundable processing fee, and not based on approval of your abstract submission or attendance at the Meeting. No refunds will be processed, even if an abstract is rejected or withdrawn.
- **What's Included?**
 - i. The abstract fee covers submission of your abstract and administrative fees for processing and reviewing abstracts.
 - ii. Accepted abstracts will be published in the 'Human Immunology' journal supplement, as well as in the ASHI mobile app, at no additional charge.
- **Why is there an abstract fee?**
 - i. There is a large cost associated with collecting, processing, and reviewing all abstracts. This nominal fee helps to ensure all abstracts will be processed and peer reviewed at the highest standards.

2. Abstract Preparation: Abstracts must be submitted and presented in English.

- **Abstract titles**
 - i. All capital letters, do not include author or institutions, no period at the end and no abbreviations.
- **Author information**
 - i. Authors will be printed in the order entered
 - ii. Enter institutions including the following: department, institution, city, state/province, and country
- **Abstract formatting**
 - i. Character limit – abstracts are limited to 2,000 characters. This includes text plus any graphic/table, but not the title or authors.
 - ii. Tables/graphics deduct 250 characters no matter how many characters the table itself contains. The submission site supports both .gif and jpg graphic formats.
 - iii. Abbreviations – a maximum of five (5) unique abbreviations is allowed within the body of the abstract.
 - iv. Format – abstracts of original work should be structured into the following four (4) content sections:
 - Aim:**
 - Methods:**
 - Results:**
 - Conclusions:**Clinical cases should be structured into one content section in their entirety

3. Publication: Selected abstracts will be published in a supplement of *Human Immunology* which will serve as the official abstract book for the meeting.

4. **Co-author approval:** Ensure that all co-authors approve of the abstract submission, publication, and potential presentation.
5. **Contact author:** The Presenting Author will serve as the Contact Author and will be responsible to complete disclosure information for all co-authors.
6. **Abstract withdrawal:** Abstracts cannot be withdrawn after **Monday, April 8, 2019, 11:59 PM, Central Daylight Time**. To withdraw an abstract prior to **Monday, April 8, 2019** please send an e-mail to: oasissupport@coetruman.com. Please provide the abstract title, number and your contact information for verification.
7. **Abstract Review:** Abstracts are blindly reviewed and graded by experts in the field. They will be reviewed based on their clinical significance and scientific innovation. Abstracts failing both these criteria will not be accepted.
8. **Website:** The complete program and all selected abstracts will be posted on the ASHI Website prior to the meeting. Please note: Authors must agree to publish their submission online and in the journal in order to be considered for oral or poster presentation.
9. **Previous Presentation of Abstracts:** Abstracts ARE NOT considered for presentation if they were either published as an article or previously presented at a national or international meeting prior to the date of this presentation.
10. **Informed Consent:** Any studies involving human subjects must conform to the principles of the Declaration of Helsinki of the World Medical Association (Clinical Research 1966: 14:103) and must meet all of the requirements governing informed consent of the country in which the study was performed. Any transplant procedures performed must meet with the prevailing ethical standards.
11. **Use of Animals:** All studies involving the use of animals must conform to the 1991 revision of "Guiding Principles in the Care and Use of Animals" (American Physiological Association).
12. **Awards:** Awards will be issued to the first author. The first author is considered lead researcher and/or takes primary responsibility for the abstract.
 - International Scholar - \$500 Awarded to the highest ranked international abstract.
 - ASHI Scholar - \$225 Awarded to the top three abstracts.
 - Case Study Awards - The highest ranking case studies; one for stem cell and one for solid organ will be presented at the respective workshops and will receive a \$200 award. Awardees will be announced during the final symposium session.
 - Posters may be considered for awards in four categories: Most Innovative, Most Clinically Relevant, People's Choice and President's Choice. To be eligible, you must indicate during the abstract process whether you would like to be considered for one of these awards. A maximum of four awards will be granted. Winning posters will be announced at the Awards Symposium and will receive a ribbon and award of \$100.00 each.
13. **Changes to Abstract After Submission:** You can edit the abstract in the submission site up until the submission deadline of Monday, April 8, 2019, 11:59 PM, Central Daylight Time.
14. **Submission:** When you have completed your online abstract form, click Finalize Abstract, but ONLY when you are sure that your abstract is complete and in final form.
15. **Notification:** Abstract notifications will be sent out the week of May 20, 2019. Abstracts will be accepted based on the clinical significance and scientific innovation. Abstracts falling outside of these parameters will not be accepted.

**Deadline: All abstracts must be submitted by
Monday, April 8, 2019, 11:59 PM, Central Daylight Time.**