

Instructions



ATS 2017 - Washington, DC
International Conference
May 19-24, 2017
Washington, DC

Late-Breaking Abstract Submission Deadline:
Wednesday, February 1, 2017
5:00 PM, Eastern Time

ABSTRACT CONTENT

- **Late-Breaking Scientific Abstracts:**

Late-Breaking Abstracts should report a recent, groundbreaking research advance with major impact to the fields of pulmonary, critical care, or sleep medicine.

"It is anticipated that fewer than 50% of the abstracts will be accepted."

RESEARCH REVIOUSLY SUBMITTED ON NOVEMBER 2016 WILL NOT BE ACCEPTED.

CASE REPORTS ARE NOT ELIGIBLE AS LATE-BREAKING ABSTRACTS.

Your late-breaking scientific abstract must contain:

1. A descriptive title, list of authors and institutions;
2. An introduction/rationale to the study;
3. The methods used;
4. The results of the study including new data not previously published or presented at a major national or international meeting;
5. Conclusions of the study. It is not satisfactory to state: "The results will be discussed."

ALL ABSTRACTS NOT MEETING THESE MINIMUM CRITERIA WILL NOT BE ACCEPTED. It is recommended that the abstract content be organized with the following headings: RATIONALE, METHODS, RESULTS, AND CONCLUSIONS.

- **Submission Fee:** The **Presenting Author** will be charged a **non-refundable** processing fee for each abstract, based on their membership status, as follows:

- Member: \$120
- Non Member: \$160
- Low Income Country**: \$40

**International Low Income fee is for Members and Non-Members residing in countries with a Gross National Product per capita of less than \$3000: View [list of countries](#) to determine your submission fee.

Please Note

*Completing your payment is necessary to submit your abstract. Your payment may be submitted electronically using a credit card on a safe and secure site.

*The abstract submission fee is not refundable, even if the abstract is not accepted.

*The abstract submission fee does not include registration for the Conference.

* **IMPORTANT MESSAGE:** WHEN SUBMITTING YOUR CREDIT CARD PAYMENT, PLEASE INCLUDE THE NAME, BILLING ADDRESS, BILLING CITY/STATE/ZIP CODE AND COUNTRY OF THE CREDIT CARD HOLDER (NOT THE SUBMITTER).

- **Language:** The abstract must be submitted in English. If accepted, the abstract must be presented in English.
- **Redundancy:**
 1. Each abstract should have a distinctive hypothesis or include a unique methodology that is clearly differentiated from the other abstracts submitted by a single research group.
 2. An abstract that fails to meet these criteria will be considered a duplicate.
 3. Duplicate abstracts from a single research group will be rejected.
- **Prior Publication:** Abstracts are not to be submitted for consideration if the work covered is to be published or presented at a major national or international meeting prior to the 2017 ATS International Conference. Abstracts of work presented at local or regional meetings may be submitted for consideration. If the abstract is only presented at a local meeting that abstract should not be posted on a publicly available website (or appear in another journal prior to the ATS Conference, even if it is just the abstract that is being published).

- **Embargo Policy**

It is the policy of the ATS that all scientific research-related content included in an abstract to be presented at the ATS International Conference be withheld until after the abstract has been presented at the conference. This includes all interim and final results, whether or not endpoints were met and any other data that would indicate study results.

Exceptions will be granted on a case-by-case basis if:

- the company in question can demonstrate that it is legally-mandated to issue a news release prior to the conference
OR
- study results have been submitted to ClinicalTrials.gov.

Data or numbers should not be included in a news release; the scientific content should include only legally required information.

The research-related content of the release should also state that the final results will be presented at the ATS International Conference, if that information has been confirmed.

Any questions about the policy should be directed to Dacia Morris, Director, Communications and Marketing, at dmorris@thoracic.org or 212-315-8620.

- **Research Funding Source:** All abstracts must specify funding source: i.e., pharmaceutical firm name, grant name and source or other specific funding source. Compliance to this rule is a prerequisite for review. **Abstracts of research funded by tobacco industry sources (whole or in part) will not be considered.** If you have no specific funding source, please indicate "none."
- **Co-authors:** It is required that all authors listed on the abstract have knowledge of the abstract submission.
- **Disclosure:** The Presenting Author of this abstract must complete the Abstract Author Disclosure Form. Disclosure of any real or perceived conflict of interest, including disclosure of any tobacco industry relationship is required. Please note that the following ATS policies on tobacco industry relationships will be effective for ATS 2017: abstracts of research funded by tobacco industry sources (whole or in part) will not

be considered for acceptance; abstract presentations (oral and poster) by an author that has or had another personal relationship with a tobacco entity (i.e., unrelated to the abstracts he or she has submitted for ATS 2017) are permitted, as long as that relationship is disclosed; individuals with current tobacco industry relationships are not eligible to participate as planners or speakers for other ATS 2017 sessions (i.e., the scientific symposia and courses held in addition to the abstract presentations).

- **Abstract Length:** The total word count of an abstract may not exceed 400 words. Note: The 400 word count is for the abstract body (title, authors' information, institutions, tables, images and spaces between words will not count towards the 400 word count).
- **Accuracy:** Responsibility for accuracy rests with the Presenting Author.
- **Abbreviations:** When using abbreviations, spell the full name out on first mention and follow with the abbreviation in parentheses. Do not abbreviate compounds in the title of the abstract. Use of unfamiliar abbreviations may be grounds for rejection unless definitions are supplied in the abstract.
- **Table/Graph/Image:** A maximum of 1 table OR 1 image/graph can be included in the abstract. Table OR image/graph will not count towards the 400 word count. **Please note: Table/Image/Graph must be legible for review.**
- **Category:** There will be a step-by-step process to complete when choosing a category and review group: 1) choose the classification; 2) choose the discipline; 3) choose the subclassification; 4) choose reviewing Assembly.

CORRECTIONS/SUBSTITUTIONS/WITHDRAWALS

- You can log off at any time without submitting your abstract and return to continue your work at another time. As long as you do not formally submit the abstract, it can be edited and revised online as many times as you wish. If you give your username and password to another person (presumably a co-author), that person can access the abstract and make changes or complete it.
- If you wish to withdraw your abstract after the abstract has been submitted, but before the deadline **Wednesday, February 1, 2017 (5:00 pm Eastern Time)**, follow these steps:
 - Log in to the submission system
 - Click on "Submitted" tab
 - Click on "Withdraw"

No abstracts will be withdrawn after February 1, 2017.

- If a correction is required after the abstract has been submitted, but before the deadline **Wednesday, February 1, 2017 (5:00 pm Eastern Time)**, follow these steps:
 - Log in to the submission system
 - Click on "Submitted" tab
 - Click on "Withdraw"
 - Then re-submit by clicking on "**Submit a new abstract**"

Please note that you will be required to pay the fee for a new submission.

- **No corrections will be allowed after the deadline:**

**Wednesday, February 1, 2017
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Please proofread and edit your abstract carefully before submission!

ABSTRACT REVIEW/PROGRAMMING

- Abstracts that meet acceptable scientific and ethical standards and that contain data not previously published or presented will be considered.
- The International Conference Committee reserves the right to reject abstracts based not only on fulfilling submission criteria, but also on relative merit and the special scheduling requirements of the Conference.
- You are allowed to state your presentation preference, however, the International Conference Committee will decide on the presentation format of all accepted abstracts (oral or poster). The decision of the presentation format is final.
- All Committee decisions regarding abstract schedule are final.

ABSTRACT PRESENTATION

- The person assigned as the **Presenting Author** of accepted abstracts will be expected to present the study at the International Conference.
- Authors scheduled for a poster presentation will be assigned poster board space for a specified period and will be expected to display illustrative material (graphs, charts, and tabular matter).
- Authors scheduled for oral presentations will have 10 minutes for PowerPoint presentation followed by 5 minutes for discussion.
- If accepted, the Presenting Author is required to pay all fees associated with the Conference, including travel, housing and conference registration.
- Under no circumstances will changes be made to the abstract schedule.

E-MAIL NOTIFICATION

- Notification of abstract acceptance or rejection will be sent electronically to the **Presenting Author** in mid-March 2017 at the email address provided in the online submission.
Please note: Check both your inbox and junk mail folder for your email notification.
- It is the responsibility of the Presenting Author to ensure that the email address is correct because correspondence relating to the abstract will be sent to this address.
- If you have not received notification by the end of March 2017, please contact ats@support.ctimeetingtech.com or nquerrero@thoracic.org.

PUBLICATION

All accepted abstracts will be published by the American Thoracic Society in the Online Abstract Issue in May 2017. Final decision regarding publication of other abstracts is the responsibility of the ATS International Conference Committee.

ONLINE SUBMISSION NOTES

This section contains information to guide you through the online submission process. We recommend that you print this page and use it as a reference during this process.

- Click the buttons on the left side of the screen and complete each section. Be sure to carefully follow the instructions within each section.
- Save your work by clicking **Save** button. This does not submit your abstract for review. Be sure to save your work before logging off the site.
- You can log off at any time without submitting your abstract and return to continue your work at another time. As long as you do not submit the abstract, it can be edited and revised online as many times as needed. If you give your username and password to another person, they will have access to edit all abstracts you have not submitted for review.
- Add codes for any special formatting, symbols, and any Greek characters using the **Special Character Icon** button.
- Verify that your abstract is correct by clicking **Preview and Finish**.
- Print out and proofread the abstract preview to verify that it is correct before completing the submission process. REMEMBER: Once you complete the submission process, an additional fee will be required to re-submit a new abstract.
- Click on **Submission Fee Payment** button, but ONLY when you are sure that your abstract is complete and in final form.
- Payment of the submission fee must be completed on the credit card screen to complete submission of your abstract.
- You will receive an email confirming your abstract submission. If you do not receive confirmation of abstract submission within 2 business days, please contact ats@support.ctimeetingtech.com.

ATS Late-Breaking Abstracts 2017

Email: ats@support.ctimeetingtech.com

Phone: 217-398-1792 *

*(8:00 AM - 5:00 PM CentralTime USA, Monday - Friday).

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