

Instructions



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PULMONARY • CRITICAL CARE • SLEEP

ATS 2018 - San Diego
International Conference
May 18-23, 2018
San Diego, CA

Late-Breaking Abstract Submission Deadline:

**Wednesday, January 31, 2018
5:00 PM, Eastern Time**

ABSTRACT CONTENT

- **Late-Breaking Scientific Abstracts:**

Late-Breaking Abstracts should report recently generated research on important basic, translational, or clinical discoveries in pulmonary, critical care, or sleep medicine.

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

RESEARCH REVIOUSLY SUBMITTED ON NOVEMBER 2017 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:

Scientific Abstract:

- Member: \$120
- Non Member: \$160
- Low Income: \$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 register you for the Conference. Separate registration fees apply. If your abstract is accepted, you must register for the conference in order to present your abstract. Information on registration/fees can be found at conference.thoracic.org in mid-December 2017.

- **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 2018 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."
- **Authors:**
 - The person submitting the abstract will automatically be the Presenting Author. The Presenting Author will be listed first.
 - The Presenting Author **cannot** be modified for any reason after January 31, 2018.
 - The submitter (Presenting Author) is responsible for ensuring that all co-authors have agreed to be listed on the abstract and have knowledge of the abstract submission.
- **Disclosure:** The Presenting Author of this abstract must complete the Abstract Author Disclosure Form. Disclosure is required for: any financial relationships with a commercial entity that is relevant to the subject matter of the abstract; any patent or other intellectual property of the author that is relevant to the subject matter of the abstract; any professional relationships or personal investment in the tobacco industry. Please note that the following ATS policies on tobacco industry relationships will be effective for ATS 2018: 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 other financial or other relationships with a tobacco entity (i.e., unrelated to the subject matter of the abstracts he or she has submitted for ATS 2018) will be permitted, as long as that relationship is disclosed; however, individuals with current tobacco industry relationships are not eligible to participate as planners or speakers for other ATS 2018 sessions, including all scientific symposia and courses.
- **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 image can be included per abstract in JPG, JPEG or GIF format only. When including a table it is recommended to save the table as an image and then upload it in to the abstract body. The image 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 type; 2) choose the classification; 3) choose the discipline; 4) choose the subclassification; 5) 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 but before the deadline.
- If you wish to withdraw your abstract after the abstract has been submitted, but before the deadline **Wednesday, January 31, 2018 (5:00 pm Eastern Time)**, follow these steps:
 - Log in to the submission system
 - Click on the "X" link found on the left.
 - Click **OK** button to confirm withdrawal of abstract.

To withdraw the abstract after the deadline **Wednesday, January 31, 2018:** Presenting Author must contact support staff via email at ats@support.ctimeetingtech.com. Provide the abstract ID# and title. No abstracts will be withdrawn after **January 31, 2018**.

- If a correction is required after the abstract has been submitted, but before the deadline **Wednesday, January 31, 2018 (5:00 pm Eastern Time)**, follow these steps:
 - Log in to the submission system
 - Click on the "X" link found on the left.
 - Click **OK** button to confirm withdrawal of abstract.
 - Then re-submit by clicking on "**New Abstract Submission**" link.

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

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.
- Abstracts can be programmed in the following session formats:

Mini Symposium: These half-day sessions (2 hours) are made up of thematically-related abstracts presented as oral presentations. A MS has slots for 8 abstracts. Each abstract (slot) is assigned 15 minutes for presentation (10 minutes for presentation and 5 minutes for discussion).

Poster Discussion Session: These half-day sessions (2 hours) are made of thematically-related abstracts which are programmed as poster presentations with a viewing and a discussion period.

RAPiD: Rapid Abstract Poster Discussion: These half-day sessions (2 hours) are made of thematically-related abstracts which are programmed as poster presentations with a viewing and a discussion period. The session begins with each author orally presenting a very brief summary of their research with the use of 1 PowerPoint slide, which must be submitted prior to the conference, followed by the traditional poster display/viewing period and discussion of the poster themes.

Thematic Poster Session: These full-day sessions are made up of thematically-related abstracts which are presented in the poster format. Authors are given a specific time to be by their posters at which time the audience can discuss their work with them on a one to one basis.

- All Committee decisions regarding abstract schedule are final.

ABSTRACT PRESENTATION

- The **Presenting Author** (submitter) 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 2018 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 2018, please contact ats@support.ctimeetingtech.com or nguerrero@thoracic.org.

PUBLICATION

All accepted abstracts will be published by the American Thoracic Society in the Online Abstract Issue in May 2018. 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 steps 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 and Continue** 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.
- Add codes for any special formatting, symbols, and any Greek characters using the **Special Character Chart** link.

- Verify that your abstract is correct by clicking **Review My Work**.
- 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 **Finalize and Submit** 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.

ATS Late Breaking Abstracts 2018

Email: ats@support.ctimeetingtech.com

Phone: 217-398-1792*

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

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Wednesday, January 31, 2018, 5:00 PM Eastern Time.
If not submitted by this date, your abstract will not be considered.**