Abstract Submission for CCR 2018

Join our abstract presenters at CCR18 for faculty rounded poster presentations across multiple topic areas. Dr. Michelle Petri and Dr. Janet Pope have agreed to lead the CME approved rounding Thursday afternoon, May 17, 2018.

Accepted abstracts will be published in an abstract program book and be available in the phone app and online! Plus, with reporters onsite, your research could have global impact! Abstracts and other meeting activities from CCR 2017 were covered in numerous articles, creating memorable media impressions.

In addition, the top poster will receive the CCR.18 Best Poster Award, presented at the Saturday night banquet. The CCR Best Poster Award Winner will be acknowledged on the CCR2018 website and phone app, providing the winners with additional exposure.

General Information

1. Accepted abstracts will be scheduled as 3-minute poster presentations. The Program Committee will determine the format, based on the abstract topic and relationship to others submitted. The Program Committee reserves the right to establish other abstract presentation formats and to assign accepted abstracts to these as long as the criteria are met.
2. All abstract presentations and question and answer periods will be in English.
3. Abstracts selected may be published exactly as submitted in an CCR Abstract program book 2018 version. Full text of the abstracts will be viewable in the CCR Phone App beginning, May 16, 2018, at 8 a.m. Central Time. The CCR Abstract program book containing the full text of accepted abstracts with title, author, up to two institutions and presentation time information will be available online on May 16, 2018.
4. All accepted abstract presenters must be registered in CCR and have a meeting badge.
5. Submitting authors will be notified via email regarding acceptance disposition.
6. CCR is unable to reimburse any abstract presenters for travel, hotel, or per diem expenses.
7. General Information is subject to change due to circumstances beyond the CCR's control.

Submission Policies

1. CCR.18 abstracts must be SUBMITTED BY 11:59 p.m. CST on Sunday, March 18, 2018. The Congress of Clinical Rheumatology is not responsible for abstracts that are not submitted by this deadline date.
2. "INCOMPLETE" Submissions cannot be processed.
3. The abstract should be "peer reviewed."
4. Submission of an abstract constitutes a commitment by the author(s) to present if accepted. Failure to register for the meeting by March 18, 2018, may jeopardize inclusion of abstract.
5. There is a limit of three abstracts an investigator can submit. The submitting author is considered to be the presenting author, unless another coauthor is appointed to present and CCR staff is notified of the change.
6. Investigators should not submit the same research; abstracts that appear to be replicate versions of a single study will be rejected. Submissions will be checked for duplication and replicate versions will be rejected.
7. Investigators should submit the paper to only one category. A submitter must choose the

category that best encompasses the abstract subject within the activity. Be sure to review all the abstract submission options before selecting and starting the submission process. Categories may be added, combined or deleted depending upon submissions.

8. Abstracts will be checked for submission in all forums and if duplication is found only the latest replicate will be forwarded for review.

9. Follow all instructions for completing the submission. For general abstracts, be sure to structure the content into Background, Methods, Results, and Conclusion sections. Other submission types may require a slightly different structure.

10. Clarity of expression will be considered in the review process. The overall quality of language used should assure comprehension by the reader.

11. Use a maximum of five unique abbreviations in the body of the abstract. No abbreviations should appear in the title. Place abbreviations in parentheses after the full word the first time it appears. Abbreviations increase the difficulty of reading and evaluating abstracts, which will be considered in the review process.

12. If authors' names appear on more than one abstract, their names must appear and be spelled identically on each abstract in order to facilitate proper indexing. **Do not list authors with initials only.**

13. After March 18, 2018, the system will be closed, and **complete** abstracts will be forwarded for the reviewing process. An author may not revise or resubmit an abstract in order to make changes or corrections after this deadline; the abstract may be withdrawn or, if accepted, the error may be indicated during the presentation.

14. Adding or removing authors after the submission deadline is not permitted.

15. Proofread abstracts carefully to avoid errors before they are submitted. CCR is not authorized to make changes to a submission. This includes typographical errors. Your abstract, if selected, will be published exactly as submitted. Tables and graphics, if the quality submitted is poor, will also appear badly.

16. If you choose to withdraw an abstract after the submission deadline, this request must be received by the CCR in writing and sent to pmclain@ccrheumatology.com by March 18, 2018. After this date, withdrawals are accepted but abstracts will still appear in publications.

Eligibility Policies

1. Abstracts are eligible for consideration if the paper has been presented at a U.S. national or international meeting held prior to the CCR Annual Scientific Session.

2. Abstracts are eligible for consideration if the abstract has been published prior to the CCR Annual Scientific Session.

3. Any human experimentation must conform to the principles of the Declaration of Helsinki of the World Medical Association.

4. The Program Committee endorses the position of the American Association for the Advancement for Science in requiring assurances of the responsible use of animals in research. All submissions for consideration must be in compliance with the guidelines.

Disclosure Policies

1. Only presenting author and lead investigator are required to submit their disclosure information. CCR no longer requires disclosure information from all coauthors.
2. Presenting authors and lead investigators will be asked to comply with the ACCME Disclosure Policy. Indication of the relationship and the associated commercial entity is required for all presenting authors and the lead investigators.
3. All presenting authors and lead investigators must disclose by **March 18, 2018**.
4. CCR staff will contact lead investigators separately to obtain these disclosures as a condition of submission. Failure of lead investigators to provide disclosure information will result in the removal of an accepted abstract from the program.
5. Disclosure information is submitted via the VCU Disclosure system. Lead investigators with expired or nonexistent disclosure information will automatically be sent email notification and failure to provide accurate disclosure by the deadline will result in non-inclusion in the final print and online versions.
6. Primary responsibility for compliance with any disclosure or nondisclosure requirements resides solely with researchers and/or research sponsors (including, but not limited to, academic institutions, commercial entities, and non-profit organizations).
7. Traditional flat board poster presentations **MUST CONTAIN** the disclosure information of the presenting author and lead investigator in the lower right-hand corner and presenters will be required to verbally disclose at the beginning of their presentations. **Poster presentations without disclosure information will be removed from a poster board.**

Abstract Presentation

1. At the time of abstract submission, the submitter must identify who will be the presenting author. To be eligible to present, authors will be required to confirm they had full access to all of the data in the study and take responsibility for the integrity of the data, accuracy of the data analysis, and approving the data for presentation.
2. The presenting author need not be the first author, but must be a listed author on the abstract.
3. The presenter is required to speak English when presenting, as this is the designated language of the meeting.
4. Only one presenter is permitted per abstract.
5. **Important:** The presenting author is the sole point of contact for all abstract co-authors. The CCR will direct all co-author inquiries to the presenting author.

Permissions and Reprints

The Annual Meeting is a private event. Programs presented at the meeting are for the education of attendees and purchasers of recorded presentations as authorized by CCR. The information and materials displayed and presented during this meeting are the property of the CCR and the presenter and cannot be photographed, copied, photocopied, transformed to electronic format, reproduced, or distributed without written permission of the Congress of Clinical Rheumatology and the presenter. Any use of the program content for commercial purposes (which includes, but

is not limited to, oral presentations, audiovisual materials used by speakers, and program handouts) without the written consent of the CCR is prohibited. This policy applies before, during, and after the meeting. The CCR will enforce its intellectual property rights and penalize those who infringe upon them.

Abstract Submission Instructions

Entering Abstract Information

A. Title

1. Do not bold, italicize, underline, superscript or subscript any items in the title.
2. Do not include authors in the title. If you enter authors in the title, they will be removed.
3. Do not include institutions in the title. If you enter institutions in the title, they will be removed.
4. Do not use the "Enter" button in your title.
5. Capitalize the first letter of all major words in the title as well as articles and conjunctions of four letters or more.
6. It is not necessary to capitalize prepositions four letters or longer in headings.
7. Do not use abbreviations in the title. Abbreviations may be used in the abstract body.
8. Do not end the title with a period.
9. If the title contains more than one statement, use only one space after a period or colon.
10. Do not use a comma before "and" in a series.
11. Use a comma for number 1,000 and above.
12. Substitute a colon for a dash/hyphen except when using prefixes.
13. Do not use quotation marks in a title.
14. Hyphenate the first prefix word when there is more than one prefix word used such as Non- Anti...
15. For more information about title guidelines see the Style and Editing Guidelines at the end of this document.

B. Institutions and Authors (Responsible Institutions)

1.   List the complete name including a full first name and initials. Multiple word first names should be placed in the "First Name" field.
2. Please use English characters when entering names and eliminate any non-English characters such as tildes and umlauts.
3. Do not include title, degrees, or suffix in the "Last Name" field.
4. Do not enter more than one author in each "First Name" or "Last Name" field. If this is done, you will be contacted to correct this entry. If more than one abstract is submitted, please spell authors in exactly the same manner. This is important when indexing all authors in the CCR Phone app planner systems.
5. Use the author group field only for the name of an investigating team. This is typically something like "Investigators for CCR." Do not use the author group to list individual authors. If this is done, you will be contacted to correct this entry. Authors entered as an "Author Group" will not be listed in the author index of the onsite programs.
6. The author order is the order that authors will be listed in publications if the abstract is selected

for presentation.

7. The contact information is not used as part of the institutions listed in any abstract publication. Institutions are entered in a separate area.

8. The submitting author will be notified about the outcome of the review and selection process.

C. Abstract (Important Issues)

1. Abstracts MUST conform to specific size limits or they will remain in an incomplete status and will not be reviewed. Your abstract may not contain more than 2,750 characters, **not including spaces.** A graphic, or a table created with the table generator, equals 600 characters and is included as part of the 1,900-character limit.

2. Use the standard Times New Roman font for text and Symbol font for symbols (DO NOT USE A THIRD-PARTY SYMBOL FONT!); any other fonts will not be accepted. Set all text as flush left, unjustified, and wrapping text as you type. Do NOT place hard returns at the end of each line.

Abstract Body/Text

1. You may type the body of the abstract directly into the space provided for the abstract body. Upload graphics or images separately.

2. You may use five unique abbreviations in the body of the abstract. Spell out the complete phrase followed by the abbreviation in parentheses the first time the abbreviation is used. Abbreviations are not allowed in the title of the abstract.

3. Do not include the title in the abstract body. The title will be collected in the Title Section.

4. Do not include authors and institutions in the abstract body. This data will be collected in the Author Section.

5. The abstract must be presented in the following sequence, using the headings listed:
   Background: In an initial paragraph, provide relevant information regarding the background and purpose of the study, preferably in no more than one or two sentences. **Methods:** Briefly state the methods used. **Results:** Summarize the results in sufficient detail to support the conclusions. **Conclusion:** State the conclusions reached. It is not satisfactory to state "the results will be discussed."

6. Please proofread carefully for factual, spelling, and size errors. If accepted, the abstract will be published exactly as it appears on the online submission system confirmation page.

Clinical Implications

1. In a couple sentences, state the main clinical implications (or significance) of your study.

2. This information may be used as discussion points in educational activities at CCR 2018.

Tables

1. You may include an image of a table that you can upload or you can create it online using the table generator.

2. It is recommended that you create the table in your word processor, then save an image of it to upload. Table generation in a word processor is much easier to accomplish than using the table generator.

3. Word documents can no longer be uploaded to the submission site, so any tables or graphs you

create will need to be saved as an image and uploaded by using the "Add an Image" button on the "Abstract" tab of the submission site.
4. A table equals 600 characters and **is included** as part of the 1,900-character limit.

Graphics

1. Graphics should be high resolution and have a file type of "gif", "jpg", or "jpeg". Even though the abstract system may allow you to upload a graphic with a different file type those graphics will not be reviewed or reproduced if the abstract is selected.
2. Please keep in mind that large and/or complex graphics may not be readable in print or electronic formats.
3. There should be no "white space" or border around the graphic.
4. A graphic equals 600 characters and is included as part of the 1,900-character limit.

D. Revisions

Revisions to your submission can be made until March 18, 2018. No changes will be accepted after this date. This includes adding authors to your author block.

E. Changing Presenting Authors

If your abstract is selected for presentation, you may change the presenting author to any author listed on your abstract. You may not change the presenting author to someone who is not listed on your submission and you may not add authors after the submission deadline. However, if you would like these changes to be reflected in the published version of your abstract, you must notify CCR (pmclain@ccrheumatology.com) no later than March 18, 2018.

Poster Presentation Policies   Traditional Flatboard Posters

1. Poster presentations and faculty rounding by two thought leaders will be at 4:30pm on Thursday May 17, 2018. The posters should be up by 12 midnight CST on Wednesday May 16, 2018 and remain up until the conclusion of the entire poster presentation session.
2. Presenters are required to attend their boards during this time frame. The Presenters Agreement indicate your acceptance of this day/time.
3. Poster boards will be grouped together based on like subject matter. Faculty educational rounding will be scheduled during this time to encourage attendees to visit the poster sessions and interact with the presenters.
4. Presenters must keep their posters on display for the entirety of the assigned time, as outlined in their acceptance letters. Once the faculty rounding session has ended, posters are allowed to be removed. Any posters remaining on poster boards or on the floor of the poster area will be removed and discarded if not removed by the presenter at the end of this session. Presenters who cannot adhere to these time requirements may choose a coauthor to present for them. The coauthor's disclosures would need to be added to the poster board prior to the start time of the session.
5. Presenters must post disclosures for the presenting author and lead investigator on their poster board. Failure to follow these guidelines may jeopardize your presentation at this and future meetings.
6. Each poster board measures four feet high (121 cm) and eight feet wide (244 cm). Please make sure that the dimensions of your poster are slightly smaller than this to account for the edges

of the poster board.

7. Presenters must provide the presentation material for the poster board, including all information from their abstract **and all relevant disclosure information**. Text and illustrations must be readable from distances of at least three feet away.

8. Use lightweight materials only; heavy articles are difficult to secure. Push pins will be available on site.

9. No audiovisual, projection, or computer equipment requiring electrical power will be permitted in the general poster session area.