



## ABSTRACT SUBMISSION GUIDELINES

**The deadline for abstract submission is 11:59 pm Eastern on Monday, January 8, 2024.**

All abstracts must be submitted electronically via the official WAFIB abstract submission website. Paper abstract submissions will not be accepted.

### NOTIFICATION AND TERMS OF ACCEPTANCE

Notifications of abstract acceptance or rejection will be e-mailed to the abstract submitter the week of January 15<sup>th</sup>. The submitter is responsible for relaying all correspondence to abstract authors. Authors whose abstracts are selected for poster display will be eligible for a registration discount of 50% off for the first author and 25% off for subsequent authors. Details concerning poster submission and registration discounts will be provided in the acceptance notification.

If accepted, authors must notify WAFIB of their participation by e-mailing Liz Minor at [lminor@hmpglobal.com](mailto:lminor@hmpglobal.com) and registering for the meeting.

*Please note: WAFIB will not hold or guarantee space for poster displays until notified of the author's participation.*

### Important Information

- All abstracts must be submitted electronically via the official Western AFib abstract submission website. Paper or email abstract submissions will not be accepted.
- All submitted abstracts will undergo a peer review and are reviewed for quality of research, educational or scientific content, logical presentation, and impact on healthcare.

### Important Deadlines

- Abstract Submission Site Open: September 4, 2023
- Abstract Submission Close: January 8, 2024
- Notification of Acceptance or Rejection: January 15, 2024.
- Withdrawal Date: January 29, 2024
- Registration/Intent to Present Due: February 5, 2024

### Abstracts submitted by deadline may be eligible for the following:

- E-Poster Display
- Awards
- Online Publication in EP Lab Digest
- Registration Discount for Poster Presenter

### Submission Information & Guidelines

- Individuals may submit an unlimited number of abstracts, each up to 2,500 characters.

- Authors/submitters agree to present the abstract if it is accepted as an E-poster at the meeting.
- If your abstract is accepted, you will be provided with a discount code to register online. The discount is good for new registrations only.
- All submitted abstracts are reviewed for quality of research, educational or scientific content, logical presentation, and impact on healthcare.
- Accepted abstracts may be eligible for online publication in EP Lab Digest (EPLD).

#### **Notification and Terms of Acceptance**

- Notifications of abstract acceptance or rejection will be emailed to the abstract submitter per timelines outlined above. The submitter is responsible for relaying all correspondence to abstract authors.
- Abstracts are selected on the basis of scientific merit.
- Expenses, including travel and accommodations, associated with the presentation of an abstract are the responsibility of the presenter.
- At least one presenting/submitting author per abstract must register and attend the meeting.
- Discounted registration will apply for a one-time use for the person presenting the e-poster(s) at the conference. Details on this discount will be provided in the acceptance notification.

#### **Author and Affiliation Information**

- The author list should be listed in the order that they should appear in program materials.
- List the complete name including a full first name, middle initials, last name, and credentials for each author, as it should appear in program materials.
- Please do not include author institutions, or contact information in the author list, or body of the abstract. If you enter author's institutions or contact information in the author list or abstract body, they will be removed.
- An author's name may appear on multiple abstracts, but if possible, they should appear exactly the same to assist with indexing of the abstracts.

#### **References**

- References are optional. Please **limit references to the 10 most pertinent citations.**

#### **Abstract Title**

- The abstract title should adequately convey the content of the abstract and should be entered using Proper Case. Please avoid use of abbreviations and do not exceed 120 characters, including spaces.

#### **Formatting**

- Please note, if copying and pasting text into your submission, please ensure the text does not contain formatting (font colors other than black, shading behind the text, HTML code, other) as this can distort the display of your abstract in program materials.

#### **Prior Presentation/Publication**

Authors must affirm that if this abstract has been presented previously, the meeting location and date are identified. Abstracts previously presented, accepted for presentation, or submitted for presentation at any other meeting may be submitted for presentation. However, if another professional organization has publication rights to the work, the work cannot be submitted to WAFIB unless the author obtains a written waiver from the other professional organization.

**Withdrawals**

Acceptance of the abstract by the review committee obligates the author to be present. If circumstances prevent attendance, the author must arrange for the poster to be presented by a substitute, preferably a co-author. If you wish to withdraw your abstract, you must submit your request in writing by **January 29, 2024 to** Liz Minor at [lminor@hmpglobal.com](mailto:lminor@hmpglobal.com) the abstract ID, title and first author. Failure to comply may result in ineligibility for future WAFIB abstract submissions as first author.

**Questions?**

For questions regarding the abstract process, please contact Liz Minor at [lminor@hmpglobal.com](mailto:lminor@hmpglobal.com)