

Land O' Lakes **Bioanalytical** CONFERENCE

JULY 12-14, 2021



Call for Poster Abstracts

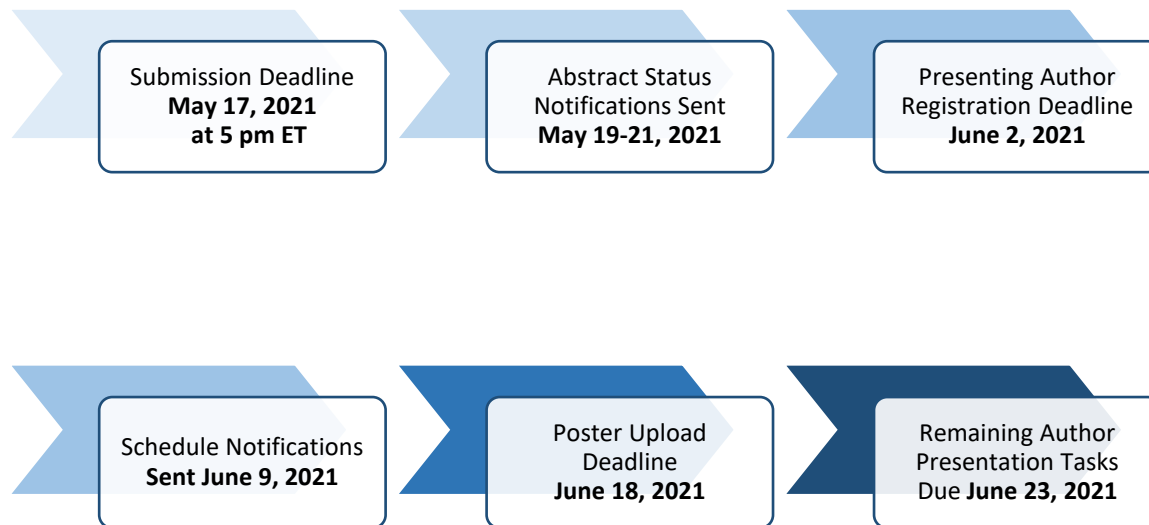
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IMPORTANT DATES *All dates subject to change.*



ABSTRACT AND POSTER POLICY

By submitting an abstract for presentation at the AAPS Land O' Lakes Conference, you agree to abide by the conditions and policies provided below, as well as the decisions of AAPS staff.

Direct questions about this policy to abstracts@aaps.org.

Permissions/Clearances

It is the responsibility of the author(s) to obtain the necessary permissions and clearances for all research, information, and graphics used in both the abstract and the poster. AAPS assumes no liability or responsibility for the publication of any material that is submitted.

Use of the AAPS logo in any abstract submission or poster presentation is STRICTLY PROHIBITED.

Registration Requirement for Participation and Publication

The presenting author is required to participate in the meeting in order to have their poster included in the collection. If the presenting author is unable to participate during the meeting, a coauthor is required to assume the responsibilities of the presenting author and represent the poster. If no authors are able to participate in the meeting, a presenter may be appointed that is not an author of the abstract.

The presenter or presenting author is required to register either as a full-conference, single-session, or exhibitor attendee for the meeting by the Presenting Author Registration Deadline or AAPS will withdraw the abstract/poster. Withdrawn abstracts/posters will not be published online or included in the poster collection.

Exhibitors who are presenters or presenting authors must complete their registrations by the Presenting Author Registration Deadline, even if they are using an exhibitor registration provided by their employer.

Posters Must Include the Accepted Abstract

Posters that are uploaded for presentation must include the accepted abstract, including all methods used and data resulting from the research. The title of the poster must match, verbatim, the title of the accepted abstract.

Omitting data from a poster presentation that was included in the submitted abstract is unethical. Authors and organizations violating these requirements will be subject to penalties including withdrawal of their paper and their being barred from submitting to any future AAPS meeting.

Abstracts must be submitted to the submission website by 5:00 pm ET on the indicated deadline date. Abstracts submitted after this deadline or by different means will be rejected without review.

Data supporting the conclusion of the abstract must be developed before submission. Abstracts stating that data will be developed between the time of submission and the time of the meeting will be rejected without review.

ABSTRACT FORMAT

Abstracts must contain the following elements:

- **Data:** Must include all research information, charts, and graphs. AAPS rejects any abstract that is not based on data.
- **Title:** Must be in headline style: 200-character limit with no period at the end.
- **Authors:** Limit of 13 authors
- **Affiliations:** 1 affiliation per author
- **Purpose:** Paragraph format
- **Methods:** Paragraph format
- **Results:** Paragraph format
- **Conclusions:** Paragraph format

Optional elements:

- **References:** Reference any previously published material used in your research.
- **Images:** Must be in jpg format, limited to 3. Do not include images in the Purpose, Methods, Results, or Conclusions sections.
- **Tables and/or charts:** Do not include tables or charts in the Purpose, Methods, Results, or Conclusion sections. These should be converted to an image and uploaded in the Images section.
- **Acknowledgements, Disclaimers, Funding, and Other Disclosure or Conflict of Interest Statements:** Include any disclaimers, acknowledgements, funding, and other disclosure or conflict-of-interest statements, such as ethics approvals for animal use or human participation, that would prevent a blind review. This information will not be available to reviewers during the review process.

Abstract Length and Images

- Abstracts may contain a **maximum of 800 words**.
- **1 to 3 images in jpg format** may be included.
- Data tables must be uploaded as one of 3 possible images and not included in the abstract text boxes.

Acceptance Criteria

Acceptance of the abstract for poster presentation will be based on the concise, accurate presentation of new data. It is imperative that data is presented in the Results section so that the scientists who have volunteered to screen the abstract can judge its scientific value. Include all research information, data, charts, and graphs in the submission so that it can be screened in its entirety.

Rejections

AAPS reviews each abstract to ensure it is qualified for consideration. Abstracts that do not meet the requirements outlined above are rejected. Causes for rejection include:

- Lack of data
- Acknowledgements were included in the abstract, preventing a blind review
- Affiliation or company name(s) were included in the abstract, preventing a blind review (product names are permitted)
- Commerciality
- Inconsistent or ambiguous data
- Reviews of literature
- Lack of novelty or innovation
- Stating that data or information will be included in the poster presentation
- Previously published research
- Including previously published information in your research without referencing the information in the abstract submission
- Failure to follow format guidelines
- Failure to upload tables or charts as images as directed
 - Tables and/or charts may not be included in the text box for the Purpose, Methods, Results, or Conclusion. Tables and/or charts must be uploaded as images—refer to the Abstract Format section above.
- Failure to submit one strong abstract instead of several abstracts presenting the same work
 - The submission of multiple abstracts covering the same or similar work is discouraged and may be rejected by the committee.

Encore Presentations

AAPS accepts encore presentations, which are abstracts and posters that have been presented elsewhere.

No abstract or resulting poster may be displayed at the Land O' Lakes Conference or any other AAPS event without the review and approval of the Abstract Screening Committee, regardless of prior presentation elsewhere.

SUBMITTING AN ABSTRACT

Browsers and Email Notices

Use the **Google Chrome** or **Firefox** browser to take advantage of the site's full features and tools.

To ensure receipt of all abstract-related correspondence, add the following addresses to your contact list:

- support@conferenceabstracts.com
- scorecard@cadmiumcd.com
- abstracts@aaps.org
- homricht@aaps.org
- appeals@aaps.org
- posters@aaps.org

Abstract Revisions

- Revisions can be made at any time **before the poster abstract submission deadline** listed under important dates.
- If you revise your abstract submission, you must be sure to save your changes and Click Submit. Failure to complete all the steps will result in an incomplete submission and your abstract will not be sent to the Abstract Screening Committee.
- Revisions cannot be made after the poster abstract submission deadline.

- Author names and affiliation or company names will be published as submitted. Be sure you have the correct and current author information. No changes may be made after the submission deadline, including adding or removing authors.
- Proofread, spell-check, and make sure all authors are listed on your abstract before submitting, as the abstracts will be presented in conference materials exactly as they appear at the time of submission.

Notification of Receipt and Verification of Submission

You will receive an immediate email confirmation of completion when you have successfully submitted the abstract. This notification only confirms receipt of your submission and is not a notification of acceptance.

If you do not receive an immediate email confirmation, your submission is not complete. You will need to return to the submission site to complete the submission process.

If you return to the submission site to review or make changes to your abstract for any reason, you must complete all submission steps again to be sure your abstract is successfully submitted.

Notification of Acceptance/Rejection

Notification of accept/reject and other pre-submission deadline correspondence will be sent to the submitting author. Once accepted, additional communications will be sent to the designated presenting author.

Registration Requirement

If selected for presentation, authors presenting posters must:

- Register as a full-conference, single-session, or exhibitor attendee for the conference by midnight ET, on the date of the **Presenting Author Registration Deadline** listed under Important Dates.
- The posters of authors who fail to register by the deadline will be withdrawn from AAPS' collection of posters.
- Coauthors may present in place of the presenting author, if notification is made to AAPS at abstracts@aaps.org. The presenting coauthor must have a completed registration before the change in presenting author can be made.
- A presenter who is not an author or coauthor of the abstract may present the poster if no authors are able to participate. Changes in the presenter or presenting author must be sent to AAPS at abstracts@aaps.org.
- Authors working in an exhibitor's booth may register as an exhibitor, but their registration must be completed by midnight ET on the date of the **Presenting Author Registration Deadline** indicated under Important Dates above.

Change in Presenting Author

All requests for a change in presenter or presenting author after the final submission deadline must be sent by the submitting author to AAPS at abstracts@aaps.org and include the **Submission ID Number** as well as the **name and email address of the new presenter or presenting author**. No authors may be added after the submission deadline.

Notification of Poster Presentation Schedule and Poster Number

Notifications will be sent by email on June 9, 2021, with the presentation date, time, and poster number for the abstract. If you do not receive notification at that time, contact AAPS at abstracts@aaps.org for an update on the scheduling of your abstract. Scheduling notifications will be sent to the submitting author. All posters will be included in the collection and available in the online platform.

Cancellation Policy and Substitution

- All requests for refunds and/or substitutions must be submitted in writing and emailed to membership@aaps.org.
- If you cancel your registration on/before July 8, 2021 you will be refunded your registration fee minus an administration fee of \$50 for members/nonmembers, or \$25 for students/postdocs.
- In the case of a multi-day event, cancellation must be received no later than 2 business days before the scheduled start time of the first session.
- Refunds will be credited back to the original credit card used for payment.
- Cancellations received less than 2 business days before the scheduled event date/start time will not be refunded.
- No refunds will be given for “no shows” or for attendee technology problems. It is the responsibility of the attendee to test their computer setup before the start of the webinar. If a technical failure at your home or workplace prevents access to the live event, you are not eligible for a refund. If the technical problem is due to AAPS’ error, AAPS will issue a refund.
- Substitutions from the same company may be submitted in writing at any time without penalty. If the membership status of the substitute differs from that of the original registrant, a refund or additional charge at the current rate may apply.
- Membership cancellation requests must be sent in writing by email to membership@aaps.org within 30 days of the membership start date. AAPS membership is non-transferrable and this offer is not valid if you have taken advantage of discounted member pricing during your current membership term. In the rare event that AAPS must cancel the event due to circumstances beyond our control, we will make every effort to notify attendees as quickly as possible. Attendees will be given the opportunity to either transfer registration to another webinar or obtain a full refund.
- If AAPS must cancel the event, AAPS will make every effort to notify attendees as soon as possible. Attendees will be given the opportunity to transfer their registration or obtain a full refund.

Abstract/Poster Withdrawal

The submitting author may withdraw their abstract or poster at any time.

To withdraw, send written notification to abstracts@aaps.org and include:

1. Submission ID Number (Assigned Poster Number if withdrawing after Poster Schedule is issued)
2. Abstract title
3. Names of authors
4. Contact information for the submitter

AAPS will acknowledge all withdrawal notifications by email.

Withdrawal is not complete until AAPS issues notification of withdrawal to the submitting author.

POSTER REQUIREMENTS

All posters are presented in a digital format.

- **Authors must format their posters using one of the PowerPoint templates AAPS will provide.** Templates include instructions and format policies that must be adhered to in order to have a poster accepted for presentation.
- **The poster title must match the accepted abstract word-for-word/verbatim.** No edits or changes are permitted.
- **The poster must describe all the methods used and data generated by the research.** Omitting data from a poster that was described in the abstract is an ethical violation that may result in the poster being removed and the author, and the organization represented by the author, being barred from future meetings.
- **Authors of accepted abstracts and posters will abide by the decisions and instructions of AAPS.** In the event that authors fail to follow AAPS’ policies and instructions, their posters will be

removed from AAPS' online collection. Authors may also have their acceptance rescinded and, in extreme cases, may see themselves, and the organizations they represent, barred from future meetings.

- **Posters must be uploaded by June 18, 2021.** AAPS recommends uploading posters as soon as they are complete. All posters are reviewed prior to display by AAPS to ensure proper formatting.

FREQUENTLY ASKED QUESTIONS

Q: Do I have to be a member of the AAPS to submit an abstract?

A: No. Membership is not required.

Q: Can a paper previously presented be submitted?

A: Encore presentations are acceptable and do not need to be referenced as an Encore presentation. Previously published research is not allowed.

Q: Who owns the copyright on the abstract and poster?

A: The author(s) maintains copyright of the abstract and poster, including all proprietary rights other than copyrights, such as patent rights. The submitting author is responsible for all authors knowing that their names appear on the abstract.

Q: How will AAPS use my abstract?

A: If the abstract is accepted for poster presentation at the conference, the abstract will be displayed on the conference website/mobile app before, during, and after the meeting for a limited amount of time.

Q: How will AAPS use my poster?

A: If your abstract is accepted for poster presentation at the conference, your poster, which will include the abstract text plus other relevant information and graphics, will be available for display throughout the conference.