ABSTRACT SUBMISSION GUIDELINES

The deadline for abstract submission is 11:59 pm Eastern on Sunday, June 13, 2021.

All abstracts must be submitted electronically via the official AMP 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 June 28. The submitter is responsible for relaying all correspondence to abstract authors. Authors whose abstracts are selected for e-poster display will be eligible for a registration discount of 50% off for the first author and 25% off for subsequent authors. Details concerning e-poster submission and registration discounts will be provided in the acceptance notification.

If accepted, authors must notify AMP of their participation by e-mailing Caitlin Eastman at ceastman@naccme.com and registering for the meeting.

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

IMPORTANT NOTES FOR SUBMITTERS

- Abstracts must include the following parts:
  - Purpose
  - Material and Methods
  - Results

- o Conclusions
- Do not re-enter the abstract title or the authors' names/institutions in the text portion of the submission.
- Do not enter images or tables in the text portion of the submission.

The final abstract length cannot exceed 2,500 characters total.

All accepted abstracts will be displayed with a PDF of the poster as e-posters presentations on the AMP virtual platform.

AUTHOR AND AFFILIATION INFORMATION

- The authors in 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.

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 AMP unless the author obtains a written waiver from the other professional organization.

POSTER NUMBERS

Poster numbers will be assigned in early July and primary contacts will be notified via email.

NO-SHOW POLICY

On rare occasions, presenters scheduled to present their poster fail to show up and have not notified AMP of the change in plans. When presenters do not appear to present their poster, the planning efforts of the Abstract Committee in providing a quality program are diminished significantly, there are significant cost implications, and the audience is unnecessarily disappointed with empty poster boards. Staff will audit all posters for no shows and this may result in ineligibility for future AMP meetings.

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 **Monday, July 12, 2021** to Caitlin Eastman at ceastman@naccme.com including the abstract ID, title and first author. Failure to comply may result in ineligibility for future AMP meeting abstract submissions as first author.

IMPORTANT DEADLINES

Abstract Submissions Site Open: Monday, March 15, 2021
Abstract Submissions Site Closed: Sunday, June 13, 2021 at 11:59 p.m.
Acceptance/Decline Notifications: Week of June 28, 2021
Registration/e-Poster Upload or Withdrawal Due: Monday, July 12, 2021

QUESTIONS?

For questions regarding the abstract process, please contact Caitlin Eastman at ceastman@naccme.com.