

SAWC ABSTRACT SUBMISSION FAQ

Is there a fee for submitting an abstract?

No, there is no fee to submit. If your abstract is accepted, however, you must register for the Conference and pay the appropriate registration fee.

I have previously presented my abstract. Can I still submit my abstract for SAWC?

Yes. Poster presentations that have been previously presented or published are eligible for submission if the previous publication/presentation is noted upon submission. All abstracts must be submitted again for the upcoming SAWC meeting, as previously presented abstracts will not be carried over.

I am not able to make the deadline. Can I still submit my abstract?

Due to tight timelines, any submissions not received by the deadline will not be considered. We encourage those submitting abstracts to do so at their earliest opportunity during the submission period to avoid any last-minute issues that may arise due to a variety of reasons. Should you have missed the deadline, please hold on to your abstract and feel free to submit them when the submission site opens for the next conference.

How do I know that my abstract submission was received?

Once you have successfully submitted an abstract you will receive a confirmation email. You can also log back into the portal at any time to check for accuracy.

When and how will I be notified that my abstract has been accepted or declined?

Notification of abstract dispositions will be e-mailed to the submitter/primary contact. If you have opted out of receiving SAWC blasts, you may not receive this notification. SAWC e-blasts may go into your SPAM folder. To ensure communication is not missed, SAWC always provides a “week of” date in which notifications will be sent out. If you do not receive e-mail notification during this timeframe, the list of accepted abstracts can be found on the SAWC Spring or Fall website or by logging back into your profile. Please use the online resources outlined above before contacting abstract submissions about the status of your abstract.

Will the selection committee notify all authors, or only lead authors, concerning abstract dispositions?

SAWC typically only notifies the submitter/primary contact concerning abstract disposition. If you are not the contact person, please contact the submitter/primary contact for updates.

How do I determine if my submission was accepted for a poster or an oral abstract?

Individuals selected to be oral abstract presenters will be sent a separate, individual email. Individuals selected to present a poster will be sent a general email with poster instructions only. If you only receive a general email, you were not selected to be an oral abstract presenter.

If my abstract is rejected, can I address the reviewer's concerns and ask for a new review?

All abstract rejections are final. However, you can request additional information on the review process and what led to the abstract being declined. If you prepare an abstract that follows the rules and guidelines for submission, then your abstract stands a good chance of being accepted. If you do not follow the guidelines, there is a strong chance your abstract will be rejected. Common reasons for declining an abstract include the following:

- Information is not new enough
- Abstract duplicates other submissions
- Format does not follow guidelines (e.g., trade names or identifiers used in body of abstract)
- Submission is poorly written overall
- Methodology is inadequate or insufficient to support conclusions
- Summary of essential results is absent or inadequate
- Data are not included or offer inadequate/insufficient support for conclusions
- Abstract was unclear, or lacked detail
- Abstract provides all background and no data

I have registered for the conference. Do I still need to complete an "intent to present"?

Yes! Although you are registered for the conference, you must complete an "intent to present." The "intent to present" is a critical component of the abstract planning process. It assures that our authors have received notification that their abstract has been accepted, as well as pertinent set up and dismantle information. The authors' failure to return the "intent to present" information will disqualify the abstract from presentation. You will receive instructions on how to provide your "intent to present" with your acceptance notification email.

What are the Poster Hall Hours and Poster Set Up and Dismantle dates?

Please refer to the abstract submission guidelines page or your acceptance notification email after the indicated date for this information.

How large can my poster be?

Posters are typically displayed on 4' high x 8' wide bulletin boards. Posters can be any size up to this maximum. We recommend printing your physical poster in 40 x 60.

I am unable to present my accepted abstract. May someone present in my place?

Yes! It is not required for the first author to attend the meeting. A co-author or any representative familiar with the work of the accepted abstract may register. It is not necessary for primary authors to notify SAWC of the change in presenter or if an alternate presenter is selected to represent the accepted abstract. Details on how to notify your intent to present will be forthcoming in your acceptance email.

My poster was recently accepted for a poster presentation. I wish to add a coauthor for the poster. How may I edit this addition?

Once your abstract has been accepted, no further revisions can be made to the abstract, or co-authors. However, you can add any additional authors to the poster itself. It is not necessary to notify SAWC of additions to co-authors on posters.

I am new at developing posters; can SAWC provide me with an example of past accepted posters?

Please visit the poster section of the [Wound Care Learning Network](#).

Where do I find my Badge ID?

The Badge ID you will utilize is your 5-digit badge number. Your badge number is below the barcode in your registration confirmation email. Please contact registration at 800-237-7285 if you never received a registration confirmation.

Where/when will my abstract be published?

If you are selected to be a poster presenter, your abstract will be featured in poster hall on-site at the event, our ePoster Gallery available online, in the conference mobile app. The ePoster Gallery is available for all registered attendees. The title of the abstract, along with primary authors last name, will be placed on a listing on our website, but the Poster Hall on-site at the event is the only physical location where posters are hung and displayed.

A select number of abstracts will also be featured in [WOUNDS](#) and/or [Wound Management & Prevention](#). Accepted abstracts and posters will be considered for inclusion in on our [Wound Care Learning Network](#).