

## IMPORTANT INFORMATION & POLICIES

Expenses associated with the submission and presentation of an abstract are the responsibility of the presenter and may include hotel, travel, and meeting registration.

### **Attendance**

SAWC requires proof of pre-registration for all accepted poster presenters. Please register by clicking the "Register" button at the top of this page. After registering, it is the designated primary contact's responsibility to mark his/her intent to present through the abstract submissions portal by providing the name and badge ID number of the registered representative. The badge number can be found on your registration confirmation email. Instructions on this process will be included in your acceptance email in June.

Even though you may be registered for SAWC, intent to present must still be submitted through the submission portal. If the intent to present is not submitted by the date included in your acceptance email, the poster will be withdrawn. 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. Primary authors do not have to notify SAWC of the change in presenter or if an alternate presenter is selected to represent the accepted abstract.

### **No-Show Policy**

On rare occasions, presenters scheduled to present their poster fail to show up and have not notified SAWC of their 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 significantly diminished, there are significant cost implications, and the audience is unnecessarily disappointed with empty poster boards. SAWC staff will audit all posters for no-shows. SAWC will no longer consider future abstract contributions to the SAWC meetings by presenters who

fail to appear.

### **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 to [abstractsubmissions@hmpglobal.com](mailto:abstractsubmissions@hmpglobal.com), including the abstract title and first author. Failure to formally withdraw and thus no-show will result in ineligibility for the future SAWC meetings abstract submission process as first author.

# ABSTRACT SUBMISSION GUIDELINES

## Abstract Content

Abstracts are brief summaries of the overall goal of an offering and the specific ideas or concepts that will be presented, including outcomes and implications for practice. Please limit abstracts to a 250-to-350-word count; this does not include the title or the author block, which is entered in a different field of the submission process.

To support you in your submission of a concise abstract, we request that you abstract be written and divided among the following four (4) sections:

- Introduction
- Methods
- Results
- Discussion

In general:

- The overall abstract subject matter is to be current and relevant to the SAWC audience.
- Neither author(s) name(s) nor facility affiliation(s) should appear in the abstract body text.
- Must be free of any patient identification information including names, professions, and/or other personal attributes.
- Please use generic names or descriptions for products or technologies; no brand names or company/manufacturer names are to be used.
- Do not write your abstract in all capital letters.
- Be sure to proofread carefully for factual and spelling errors, accuracy, and completeness. If published, the abstract will appear exactly as the abstract was submitted

Abstracts essentially answer four questions:

1. What was the problem?
2. How did the author(s) solve it?
3. What was discovered?
4. What can be learned from the experience?

If it is essential to the content of an abstract to mention a product trade name, discuss that product by its generic name followed by an asterisk or another appropriate mark (\*, †, °), then list the trade name in the appropriate box BELOW the abstract box

*For example:*

- Sample title: Bilayered Skin Substitute\* and the Management of a Diabetic Foot Ulcer
- Sample text: "...the practitioner then applied bilayered skin substitute\* to the..."
- Product notation: \*Apligraf®, Organogenesis, Inc., Canton, Mass

Abstracts that have been previously presented or published are eligible for submission if the previous publication/presentation is noted upon submission.

### **Preferred Presentation Format**

Submitter/Author(s) will be asked to select from the following:

- Oral Presentation only
- Poster Presentation only
- Poster, if not accepted as Oral Presentation

Please note, abstracts noted with a preference for "Oral Presentation only" will not be given special consideration. Oral Presentations are determined based on the highest scoring abstracts during the review process. If an "Oral Presentation only" abstract is not chosen for an oral presentation, the abstract will be declined. If there is any chance you would like to be considered for Poster Presentation, if not accepted as Oral Presentation, please make the appropriate selection.



**SAWC**

**Symposium on Advanced  
Wound Care**

### **Abstract Title**

The abstract title should adequately convey the content of the abstract and must not contain product trade names. Abstracts without titles or titles that identify the presenting institution, authors, or geographic area will be disqualified.

### **References**

References are optional but encouraged. Please limit references to the 10 most pertinent citations.

### **Author and Affiliation Information**

- The authors in the author list should be listed in the order that they should appear in publications if the abstract is selected for presentation.
- List complete name(s), including first name, middle initial (if applicable), last name, and credentials (if applicable) for each author, as it should be listed in publication if the abstract is selected for presentation.
- Please do not include author institutions or contact information in the author list or body of the abstract. If you enter an author's institution 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 the same to assist with indexing of the abstracts

**Please carefully read the SAWC Abstract Review Criteria to select the most appropriate category for your submission.**