CIO ABSTRACT SUBMISSION GUIDELINES

Please visit theiomeeting.com/abstracts for abstract submission dates and deadlines. All abstracts must be submitted electronically via the official CIO abstract submission website. Paper or e-mail abstract submissions will not be accepted.

TERMS OF ACCEPTANCE

The submitter is responsible for relaying all correspondence to abstract authors. Authors whose abstracts are selected will be responsible for travel and accommodations but will be eligible for a registration discount. Abstract authors who are accepted for poster display will receive a 50% discount on registration for the first author and 25% off for the second author. Any details concerning registration discounts will be provided in the acceptance notification. If accepted, authors must notify CIO of their participation by emailing Elizabeth Ketter at eketter@hmpglobal.com and registering for the meeting.

Please note: CIO will not hold a spot for e-poster displays until notified of the author's participation.

IMPORTANT NOTES FOR SUBMITTERS

- Abstracts must include the following parts:
    - Purpose
    - Material and Methods
    - Results
    - Conclusions
- Do not re-enter the abstract title or the authors' names/institutions.
- Do not enter images or tables in the text portion of the submission.
- Upload Supporting Tables/Documents - The final abstract length cannot exceed 2,500 characters total. Each graph or table counts as 450 characters. Therefore, if your total character count after completing the abstract portion is 2,000 characters, you would be limited to 1 graph or table as your new total would be 2,450 characters. Note: In order to meet JVIR publication requirements, abstracts selected for the publication may be edited, and tables, images, figures, and graphs will not be included. As such we ask that submitters limit their supporting documents to a single chart, table or graph and acknowledge that if chosen for publication, this will not be included.
- In addition to an e-poster display, you may choose to have your abstract considered for an oral presentation at CIO.

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 print or presentation.
- List the complete name including a full first name, middle initials, last name, and credentials for each author, as it should be listed in print if the abstract is selected for print or presentation.
- Author institutions and contact information is required for submission. However, this information will be removed from the author list and body of the abstract for the blind peer review.
- 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 but encouraged. 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.

FINANCIAL DISCLOSURE

Author(s) are required to complete a financial disclosure when submitting an abstract. Industry employees cannot be presenters if the content of the abstract relates to the business lines and products of its employer. Applications are not considered complete until this information is submitted.

PRIOR PRESENTATION/PUBLICATION

The author must affirm that the material herein is his/her own and that it will not have been published as a manuscript prior to presentation at the CIO. Also, 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 CIO unless the author obtains a written waiver from the other professional organization.

E-POSTER NUMBERS

E-Poster numbers will be assigned in early September and primary contacts (the submitter) will be notified via email.

NO-SHOW POLICY

If your abstract is accepted and you fail to upload an E-Poster by deadline dates determined by CIO, this will be considered a No-Show and may result in ineligibility for abstract submission/acceptance at future CIO meetings.

WITHDRAWALS

If you wish to withdraw your abstract, you must submit your request in writing to Elizabeth Ketter at eketter@hmpglobal.com including the abstract title and first author. Failure to comply may result in ineligibility for future CIO meetings abstract submissions as first author.

QUESTIONS?

For questions regarding the abstract process, please contact Elizabeth Ketter at eketter@hmpglobal.com.

Submission Specifics

GENERAL

All abstracts' submissions must include the following parts:
- Purpose
- Material and Methods
- Results
- Conclusions

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.

AUTHOR AND AFFILIATION INFORMATION

- The authors in the author list should be listed in the order that they should appear in program materials if the abstract is selected for e-poster presentation and/or online publication.
- List the complete name including a full first name, middle initials, last name, and credentials for each author.
- Author institution and contact information is required for submission, but will not be included in the author list, or body of the abstract.
- 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.

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