

## **AACE CALL FOR ABSTRACTS: AACE MENA Conference**

Join us November 17 – November 19, 2023, for the AACE MENA Conference!

The American Association of Clinical Endocrinology (AACE) invites you to submit an abstract and have the unique opportunity to have your work reviewed by experts in the fields of endocrinology and cardiometabolic disease. If accepted, your abstract will be published in a supplement to AACE's medical journal, *Endocrine Practice*.

Please take a moment to read this entire guide prior to beginning the submission process to become familiar with the guidelines and rules that apply to abstract submission.

The AACE MENA Conference features innovative educational experiences and highlight patient-centered approaches on the critical aspects of obesity, dyslipidemia, NASH/NAFLD, diabetes management, pituitary tumors, thyroid cancer, bone metabolism and more. The conference will allow attendees to optimize and personalize their patient outcomes by immersing themselves in the most relevant clinical approaches and technological advances. The education program will host world-renowned endocrinology and metabolism experts and include state-of-the-art symposia, general sessions, abstract presentations, as well as in-person networking opportunities with colleagues and industry professionals.

### **SUBMISSION DATES**

OPENS: June 1, 2023

CLOSES: August 16, 2023

**There are no exceptions.** You will not be able to access your submission after 11:59 pm USA Eastern Time on August 16, 2023.

### **ELIGIBILITY REQUIREMENTS**

#### **WHAT IS ELIGIBLE FOR SUBMISSION?**

- Abstracts may be submitted by meeting attendees only. To register for the meeting please visit: <https://pro.aace.com/events/mena>.
- Abstracts describing original research, clinical trials, or case studies/series related to the area of categories listed below.
- Abstract submissions must be an original contribution and may not have previously been presented at any meeting(s) (or published as a result of such a meeting) in the same format.
- All accepted abstracts will be published as an online supplement to *Endocrine Practice*.
- If the abstract reports results of a clinical trial not yet approved by a regulatory agency, you will be required to identify the trial phase.
- There is no limit to the number of abstracts that can be submitted.

#### **WHAT IS NOT ELIGIBLE FOR SUBMISSION?**

- The same study should not be submitted as multiple abstracts. Abstracts that appear as more than one version of a single study will be rejected.
- Abstracts that have been previously presented at any meeting or published as a result of the meeting.

### **SUBMITTING AN ABSTRACT**

All abstracts must be submitted using the online submission site at:

<https://www.abstractscorecard.com/cfp/submit/login.asp?EventKey=OXXFXWDH>

## **ABSTRACT CATEGORIES**

Lipids and Atherosclerotic Cardiovascular Disease  
Metabolic Liver Disease  
Obesity & Nutrition  
Preventive Cardiology  
Diabetes Management and Complications  
Neuroendocrinology, Including Adrenal and Pituitary Disorders  
Reproductive Endocrinology  
Thyroid Disorders  
Other

## **ABSTRACT FORMAT**

The abstract limit is 2,700 characters, including spaces. Count **excludes** the title, names of authors/co-authors, authors' affiliations and disclosures. Abstracts marked "incomplete" at the close of the submission deadline will be ineligible for consideration.

## **TITLE**

- Titles should be brief, clearly indicating the nature of the presentation (limited to 250 characters including spaces).
- Trial group names should not appear in title.
- DO NOT put a period at the end of the title.
- Enter the title in the "title" field only and do not enter the title in the body of the abstract.
- Author names and affiliations should not appear in the title.

## **AUTHORS**

- The submitting author will be listed as the **primary author** on the abstract, NO EXCEPTIONS.
- Do not list authors or commercial relationships in the body of the abstract. Please consult with your co-authors on how they would like their names to appear prior to the submission of the abstract.
- All authors must disclose any relevant financial relationship(s) at the time of abstract submission. There is a limit of 15 authors that may be included in the author block.

## **CONTENT**

- Prior to submitting the abstract, please ensure that it is proofread by an individual who speaks fluent English and can make recommendations as needed.
- Do not use new technical words, laboratory slang, words not defined in dictionaries, abbreviations, or terminology not consistent with internationally accepted guidelines. Define any abbreviations the first time they are used. Omit all names and geographical references in the body of the abstract. Organize content as follows:

Original Research

- Objective: Background or Statement of Purpose
- Methods: Methods, materials and analytical procedure used
- Results: Summary of the results in sufficient detail to support conclusion
- Discussion/Conclusion: Discuss the content and interpret the data

## Case Study/Case Series

- Introduction
- Case description
- Discussion

### **ABBREVIATIONS**

Use standard abbreviations. Place special or unusual abbreviations in parentheses after the first time the full word appears. Do not abbreviate compounds in the title of the abstract. Use numerals to indicate numbers, except when beginning sentences.

### **USE OF ACRONYMS**

AACE will only publish commonly used acronyms included in the unified list of acronyms approved by the principal journal editors in the field of endocrinology. Please refrain from using all trial group acronyms in abstract titles. Acronyms may remain in the body of the abstract and in the author list.

### **TABLES AND GRAPHICS**

Tables, images, and/or graphs **SHOULD NOT** be submitted online. They may be included in the poster session.

### **ABSTRACT PROCESSING FEE**

AACE does not charge a processing fee for abstract submissions.

### **COPYRIGHT TRANSFER AGREEMENT**

During submission, the author will be requested to agree to a copyright transfer if the abstract is accepted. The submitting author will agree to the terms of the copyright transfer on behalf of all co-authors. The Agreement transfers to AACE the copyright and all other rights of the material comprising the abstract upon acceptance. The American Association of Clinical Endocrinology, as holder of the copyright on the accepted abstract, reserves all rights of reproduction, distribution, performance, display, and the right to create derivative works in both print and digital formats. No patient rights are assigned.

For general inquiries regarding abstract submission, email [abstracts@aace.com](mailto:abstracts@aace.com).

### **ABSTRACT REVIEW**

Abstracts will be reviewed by the AACE MENA Abstract Review Subcommittee and scored numerically 1 through 10 based on merit and significance to the science and practice, as well as their creativity and uniqueness.

Incomplete abstracts will not be reviewed. To ensure the integrity of the review process, revisions to abstracts will not be accepted after the submission deadline – no exceptions.

All abstracts will be reviewed in a blind fashion - without knowledge of the author(s), institution(s) or disclosure information.

## **ABSTRACT NOTIFICATION**

AACE will notify the submitter/primary author of the status of their abstract in late July. It is the submitter's/primary author's responsibility to then notify all co-authors. AACE requests that all interested parties please refrain from directly contacting the AACE offices to obtain information regarding abstract status, notification distribution and/or publication dates. Please check the AACE MENA Conference website regularly for the most up-to-date information at <https://pro.aace.com/events/mena>.

The submitter/primary author is the only author who will receive notification from AACE.

## **POSTER PRESENTATION SESSION**

A poster template will be sent out if the abstract is accepted.

Poster specifications and presentation details will be finalized soon.

## **PERMISSIONS**

### **COPYRIGHT POLICY**

The AACE MENA Conference is a private event. Programs presented at the meeting are for the education of attendees and purchasers of recorded presentations as authorized by the American Association of Clinical Endocrinology. The information and materials displayed and presented during this meeting are the property of AACE and the presenter and cannot be photographed, copied, photocopied, transformed to electronic format, reproduced, or distributed without written permission of the American Association of Clinical Endocrinology and the presenter. Any use of the program content for commercial purposes, which includes, but is not limited to oral presentations, audiovisual materials used by speakers, and program handouts without the written consent of AACE is prohibited. This policy applies before, during and after the meeting. AACE will enforce its intellectual property rights and penalize those who infringe upon it.

### **LOGOS**

The names, insignias, logos and acronyms of AACE are proprietary marks. Use of the names in any fashion, by any entity, for any purpose, is prohibited without the express written permission of the American Association of Clinical Endocrinology. Attendees who have questions about AACE's copyright policy should contact the public relations department at [pmr@aace.com](mailto:pmr@aace.com).

### **MEDIA**

Credentialed media attend the annual meeting to cover stories for consumer, trade and other media outlets, and are easily identified by their press ribbons. Media may use hand-held audio recorders and still cameras; moving video recording is also permitted with the permission of the presenter(s). The exception to this policy is that no photos or video are allowed in the Exhibit Hall. Press who would like general photos of the Exhibit Hall can obtain these after the meeting from AACE. Attendees who have questions about AACE's media policies should contact the public relations department at [pmr@aace.com](mailto:pmr@aace.com).

## **ABSTRACT EMBARGO POLICY**

Accepted abstracts are made available to the public online in advance of the meeting and will be published as a supplement to *Endocrine Practice*. Information contained in those abstracts may not be released until the date of poster presentations. Academic institutions, private organizations, and information contained in an abstract may issue a press release to coincide with the availability of an AACE abstract on the AACE website. However, AACE continues to require that information that goes beyond that contained in the abstract (e.g., discussion of the abstract done as part of a scientific presentation or presentation of additional new information that will be available at the time of the meeting) is under embargo until Sunday, November 19, 2023.

Violation of this policy may result in the abstract being withdrawn from the meeting and other measures deemed appropriate. Authors are responsible for notifying financial and other sponsors about this policy.

## **MISCELLANEOUS**

### **REVISIONS**

Proofread abstracts carefully to avoid errors prior to submission. Your abstract, if selected, will be published exactly as submitted. You may return to the online submission site to revise your abstract up to 11:59 pm USA Eastern Time on August 9, 2023. After this date/time, the submission site will close and no additional changes, edits, revisions, etc. can be made.

### **AACE MENA Meeting**

Abstract submission site opens .....Thursday, June 1, 2023

Abstract submission site closes at 11:59 pm ET.....Wednesday, August 16, 2023

Presenting Author Notification ..... September 2023