

CALL *for* ABSTRACTS

— GUIDELINES AND PROCEDURES —

ABSTRACT SUBMISSION DEADLINE:

DATE

WEDNESDAY,
DECEMBER 16, 2015

TIME

11:59 PM
EASTERN TIME

DIABETES



ADRENAL

ENDOCRINE

HYPO
GLYCEMIA

LIPIDS

PITUITARY

THYROID

OBESITY

Visit am.aace.com for additional AACE Annual Meeting information



25TH ANNUAL SCIENTIFIC & CLINICAL CONGRESS

Join us May 25-29, 2016 for the 25th Anniversary of the American Association of Clinical Endocrinologists Annual Scientific & Clinical Congress, located at the Rosen Shingle Creek in Orlando, FL.





Present Your Abstract AT THE 2016 AACE ANNUAL MEETING!

The American Association of Clinical Endocrinologists (AACE) invites you to submit an abstract and have the unique opportunity to have your work reviewed by experts in the field of endocrinology.

The AACE Annual Scientific & Clinical Congress draws hundreds of abstracts submitted by endocrinologists and other health care professionals from around the world. If accepted, your abstract will be published as a supplement to AACE's medical journal, *Endocrine Practice*.

This is your complete guide for submitting an abstract to the 2016 AACE Annual Meeting. 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.

ABOUT THE ANNUAL MEETING

Join us May 25 - 29, 2016 for the AACE 25th Annual Scientific & Clinical Congress, located in Orlando, FL.

You will find a majority, if not ALL, the CME credits you need for the entire year at the AACE Annual Meeting. Not to mention, all the other exciting opportunities you have to network, interface with world renowned endocrinologists and experience what's new with the sponsors and exhibitors.

Don't forget to bring your family and other special guests for the dedicated guest programming that AACE will line up and to enjoy everything the family friendly city of Orlando has to offer.



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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.



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AACE CALL FOR ABSTRACTS

The AACE 25th Annual Scientific and Clinical Congress is structured to provide relevant clinical information for the practicing endocrinologist. The program will focus on information that will allow you to achieve the best solutions for the diagnosis and management of endocrine diseases.

SUBMISSION DEADLINE

Wednesday, December 16, 2015 @ 11:59 pm,
Eastern Time – **No Exceptions.**

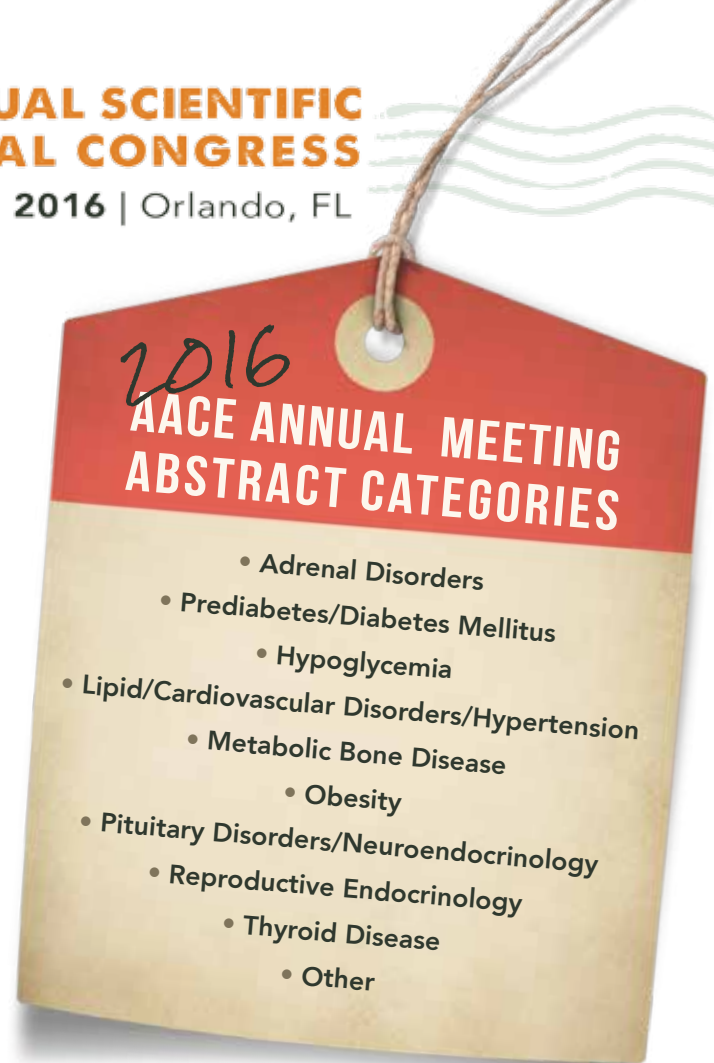
You will not be able to access your submission after
11:59 pm Eastern Time on Wednesday, December 16, 2015.

There is no limit for the number of abstracts that can be
submitted.

ELIGIBILITY REQUIREMENTS

WHAT IS ELIGIBLE FOR SUBMISSION?

- Abstracts may be submitted by AACE members or non-members sponsored by an AACE Member. If you are not a member, you may join online at <https://www.aace.com/join>.
- Abstracts describing original research, clinical trials, or case studies related to the area of endocrinology may be submitted.
- Abstract submissions must be an original contribution and may not have previously been presented at any national U.S. meeting(s) (or published as a result of such a meeting) in the same format.
- By submitting your abstract, you agree to present the abstract if it is selected for presentation during a poster presentation at the Annual Meeting in Orlando, FL.
- All accepted abstracts will be published as a 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.
- Please note that oral presentations will be submitted as a part of the Annual Meeting 2016 CME application for



CME credit. For this reason, abstract authors selected for oral presentations will be required to submit standard CME forms to AACE, including attestations regarding content validation, content & format without commercial bias, and other reminders for speakers; disclosures of relevant financial relationship; objectives; and guidelines for presentation and syllabus materials. Speakers selected for oral presentation should not be employees of a commercial interest. The primary/submitting author on the abstract is not required to be the presenter if selected for oral presentation.

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 submitted for the late-breaking category cannot be submitted to another category.



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- Submitting authors who are not AACE members or do not have an AACE member sponsor will not be eligible to submit.
- Abstracts that have been previously presented at any national US meeting or published as a result of the meeting.

Correct:

THIS IS A PROPERLY FORMATTED ABSTRACT
TITLE

Incorrect:

This Is An Improperly Formatted Abstract Title.
this is an improperly formatted abstract title

SUBMITTING AN ABSTRACT

All abstracts must be submitted using the online submission site at <http://am.aace.com/2016-Abstracts>.

ABSTRACT FORMAT

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

ABSTRACT CATEGORIES

- Adrenal Disorders, Diabetes Mellitus/Prediabetes, Hypoglycemia, Lipid/Cardiovascular Disorders/Hypertension, Metabolic Bone Disease, Obesity, Pituitary Disorders/Neuroendocrinology, Reproductive Endocrinology, Thyroid Disease, and Other.

TITLE

- Titles should be brief, clearly indicating the nature of the presentation.
- Trial group names should not appear in title.
- When entering the abstract title online, use ALL caps and 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 title.

AUTHORS

- **Submitting authors 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 no limit on the number of 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:
 - 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: Discuss the content and interpret the data
 - Conclusion: Conclusions reached (do not state "results will be discussed")



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 Endocrinologists, as holder of the copyright on the accepted abstract, reserves all right 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, e-mail

abstracts@aaace.com or call (904) 353-7878

am.aaace.com/2016-abstracts





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ABSTRACT REVIEW

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

- After the submission deadline, completed abstracts will be reviewed. “Incomplete” abstracts are considered incomplete and 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 without knowledge of the author(s), institution(s) or disclosure information.
- Accepted abstracts will be selected for publication only, poster presentation, or oral presentation.
- Top scoring abstracts will be eligible for prizes, and the most outstanding abstracts among them will be considered for oral presentation.
- A complete list of prizes will be available on the AACE Annual Meeting website. Original research and clinical trials will receive higher consideration for awards.

ABSTRACT NOTIFICATION

AACE will notify the primary author of the status of their abstract in early February. It is the 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 annual meeting website regularly for the most up-to-date information <http://am.aace.com/>.

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

TRAVEL GRANTS

Abstract Competition Travel Grants

AACE members who are the primary author will be considered for travel grants.

- 1 International Fellow-in-Training Travel Grant in the amount of \$2,500
- 5 International Non-Fellow physician Travel Grants for \$2,000 each
- 5 Domestic Fellow-in-Training Travel Grants for \$1,000 each *
- 3 Domestic Resident physician Travel Grants for internal medicine, pediatric, or surgical residents, includes a PAID two night hotel stay and flights *

**To qualify for the Domestic Travel Grants, the Fellow-in-Training or Resident must be an AACE Member enrolled in a fellowship program or residency within the United States.*





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POSTER SESSION SCHEDULE

Participants are requested to be present at the respective times listed below to set up, dismantle, and answer questions about their presentations. Presenters will display their poster on the scheduled date based upon membership submission category. Poster judging will occur during the poster session on Thursday, May 26, 2016 and Friday, May 27, 2016.*

THURSDAY, MAY 26

Young Investigator Poster Presentations
Fellows-in-Training, Residents, Medical Students

7:30 – 9:30 am Poster Set Up

12:00 – 12:45 pm ePoster Oral Presentation
Tours – Young Investigator

9:45 am Exhibit Hall Opens – Ongoing
ePoster Kiosk viewing

1:00 – 2:00 pm Product Theaters

10:00 – 11:00 am Poster Viewing and Judging –
Young Investigator

2:15 pm Exhibit Hall Closes – Posters
must be removed

FRIDAY, MAY 27

General Poster Presentations

7:30 – 9:30 am Poster Set Up

1:00 – 2:00 pm Product Theaters

9:45 am Exhibit Hall Opens – Ongoing
ePoster Kiosk viewing

5:00 – 6:30 pm Poster Wine & Cheese Reception

12:00 – 12:45 pm ePoster Oral Presentation
Tours

5:00 – 6:15 pm Poster Viewing and Judging

6:30 pm Exhibit Hall Closes - Posters
must be removed

SATURDAY, MAY 28

Late Breaking Poster Presentations

7:30 – 9:30 am Poster Set Up

10:00 – 11:00 am Late Breaking Poster Viewing

8:00 – 8:15 am Poster Awards Ceremony –
General Session

2:15 pm Exhibit Hall Closes – Posters
must be removed

9:45 am Exhibit Hall Opens - Ongoing
ePoster Kiosk viewing

*POSTER AWARDS

- (3) Three Fellow-in-Training Poster Presenter Young Investigator Awards: \$500.00, \$250.00, and \$100.00
- (1) One Resident Poster Presenter Young Investigator Award: \$250.00
- (5) Five Poster Presentation Awards: \$500.00, \$250.00, \$100.00, \$50.00, \$50.00



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POSTER PRESENTATIONS

Abstracts are considered for poster presentation(s), eposter and oral presentation(s).

As English is the designated language for the meeting, the presenting author is required to speak English when presenting.

- Poster Hanging and Removing Times
 - Presenting Authors will have access to the exhibit hall and posters may be mounted between 7:30 am and 9:30 am.
 - Once you have hung your poster, please leave the exhibit hall until the opening of the hall at 9:45 am.
 - Presenting Authors must remove posters Thursday at 2:15 pm, Friday at 6:30 pm and Saturday at 2:15 pm.

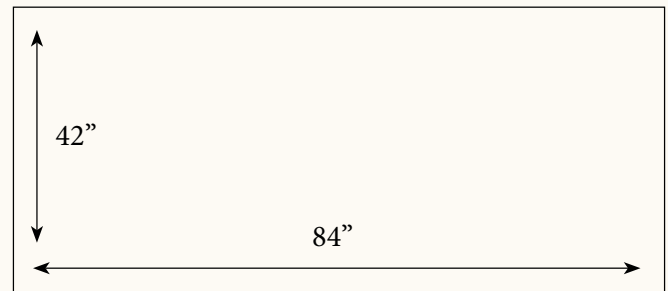
Important: Unclaimed posters will not be stored by AAACE and will be discarded at the end of each day.

- Poster Presentation Times
 - In order to ensure a positive experience for both attendees and poster presenters, it is important to make sure that all posters are properly mounted and presenters are present on their assigned days from 10:00am - 11:00am on Thursday, May 26, 5:00pm - 6:15pm on Friday, May 27, and 10:00am - 11:00am on Saturday, May 28.
 - See Page 6 for full Poster Session Schedule

Important: AAACE will be monitoring posters during the presentation hours in an effort to make certain that AAACE is meeting the educational needs and expectations of attendees.

POSTER SPECIFICATION REQUIREMENTS

- The backboard panel for each poster presentation board measures 42 inches (3 ½ feet) high and 84 inches (7 feet) wide.
- Posters should be printed horizontally and not exceed the size of the presentation board. 42" x 84".



POSTER PRESENTATION GUIDELINES

- A copy of the accepted abstract will be made available to attendees.
- Text and illustrations must be readable from distances of at least three feet. Use lightweight materials only; heavy articles are difficult to secure.
- Disclosures must never include the use of a trade name or a product-group message and must be listed once at the bottom of the poster.
- Posters may be broken down into several smaller portions, but must not exceed the size of the presentation board.
- Push pins to mount materials will be available on site.
- No audiovisual, projection or computer equipment requiring electrical power will be permitted in the poster session area.
- QR codes are permitted.

PRESENTING AUTHOR RESPONSIBILITIES

- At the time of submission, the person submitting the abstract will be assigned the role of the primary author. There will be no exceptions.



AAACE is pleased to offer printing and hanging services through Impact Graphics.

Please contact Impact Graphics at www.aaceimpactgraphics.com or by calling 1-800-393-2223



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- The presenter is required to speak English when presenting, as this is the designated language for the meeting. The primary author will be the sole point of contact for information regarding the submission and is responsible for the following:
 - Ensuring each co-author is aware of the disclosure requirements.
 - Adhere to the Abstract Disclosure Policy and obtain disclosure information from all co-authors.
 - Forwarding abstract acceptance/rejection notifications and AACE correspondence to each co-author.
 - Notify each co-author of any changes to the program, as corresponded by AACE, in a timely manner.
 - Presenting the abstract or arranging for a co-author to be listed on the accepted abstract may serve as alternate presenting author.
 - Appointing a co-author to present the abstract in your absence if a schedule conflict is identified before the meeting, (i.e., if you have accepted an invitation to participate as an invited speaker or moderator).

Important

- **ABSTRACT SESSION AND PRESENTATION SCHEDULE CANNOT BE CHANGED.**
- **Invited speaker and moderator schedules cannot be changed to accommodate abstract oral or poster presentations.**
- **AACE will not collect alternate presenter information or make any presenting author corrections to publications.**

PRESENTING AUTHOR AFFIRMATIONS

AACE does not condone presentations given by an invited presenter who has not been intimately involved in the development of the data and who cannot meet the criteria for authorship.

POSTER AWARDS

Poster Session Awards chosen at the Annual Meeting

- 3 Fellows-in-Training Young Investigator Awards
 - First place prize of \$500, Second place of \$250, and Third place of \$100
- 1 Resident Physician Award of \$250 for Domestic Residents
- 5 Poster Session Awards
 - First place prize of \$500, Second place of \$250, Third place of \$100, and Two Honorable Mentions of \$50 each

ePOSTERS

Select posters will be chosen for electronic poster display, or ePoster. ePoster format allows for greater exposure of your research by allowing attendees to view posters online during and after the meeting. ePoster will not take the place of traditional print posters, but will enhance the visibility of select posters.

Top scoring abstracts will also be selected for ePoster Oral Presentation. ePoster Oral Presentations will be held in the Exhibit Hall on Thursday, May 26 and Friday, May 27 at 12:00pm – 12:45pm.

ORAL PRESENTATIONS

- Oral presentations will be 15-minute podium presentations. The presenter will have 10 minutes for presentation and 5 minutes for discussion.
- Oral presenters will be required to bring their presentation in an electronic format to the on-site Speaker Ready Room, where they will have the opportunity to review and/or revise presentations using computers in the room.
- All presentations will be uploaded to the appropriate meeting room prior to the start of the session.
- All slides will be checked for adherence to ACCME policies by AACE staff prior to uploading the presentation.
- Please note that oral presentations will be submitted as a



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part of the Annual Meeting 2016 CME application for CME credit. For this reason, abstract authors selected for oral presentations will be required to submit standard CME forms to AACE, including attestations regarding content validation, content & format without commercial bias, and other reminders for speakers; disclosures of relevant financial relationship; objectives; and guidelines for presentation and syllabus materials. Speakers selected for oral presentation should not be employees of a commercial interest.

- The primary/submitting author on the abstract is not required to be the presenter if selected for oral presentation.

PERMISSIONS

COPYRIGHT POLICY

The annual meeting 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 Endocrinologists. 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 Endocrinologists 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.

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 Endocrinologists. Attendees who have questions about AACE's copyright policy should contact the public relations department at 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 has access to all general sessions and limited access (at the discretion of speakers) to Meet the Professor and Workshop sessions. 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.

PHOTOGRAPHS AND VIDEO

RECORDING POLICY

As a courtesy to our presenters, AACE policy does not permit photographs or recordings during educational sessions, including poster sessions. The only exception without prior consent from the presenter, to this is for registered media, who should review their registration materials for more information.





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 a scientific presentation or presentation of additional new information that will be available at the time of the meeting) is under embargo **until 9:45 am ET on Thursday, May 26, 2016**.

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

PUBLICATION

All accepted abstracts will be available on the AACE Annual Meeting website two weeks prior to the meeting. They will be published as a supplement to *Endocrine Practice*.

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 until 11:59 pm Eastern Time on Wednesday, December 16, 2015. After this date/time, the submission site will close and no additional changes, edits, revisions, etc. can be made.

Should a submission contain errors or the omission of contributing author names after the deadline, presenters may opt to have the abstract withdrawn.

WITHDRAWALS

After December 16, 2015, presenting authors may submit a request to have an abstract withdrawn. All requests can only be made by the presenting author and must be submitted via e-mail to abstracts@aaace.com.

Withdrawal requests must be received by March 10, 2016 and include the following:

- Abstract ID Number
- Abstract Title
- Presenting Author's Name
- The removal of the abstract from printed materials cannot be guaranteed if the request is received after March 10, 2016.



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AACE LATE-BREAKING ABSTRACTS

The late-breaking abstract category allows for the submission of truly late-breaking scientific research for which no preliminary data are available at the time of the **Friday, April 1, 2016** abstract submission deadline.

Late-breaking abstracts should present data that is ground-breaking, innovative and has a high impact factor. This category is not a mechanism to allow for updated data to be submitted later when preliminary data are available by the general abstract submission deadline.

SUBMITTING A LATE-BREAKING ABSTRACT

The late-breaking abstract submission site will **open on Monday, February 22, 2016 and close on Friday, April 1, 2016 at 11:59 pm Eastern Time**. Submitters will not have access to the submission site after the submission deadline. Please check the annual meeting website on Monday, February 22, 2016 for submission site link.

Late-breaking Abstracts will be published online before the annual meeting. Visit the annual meeting website in February for our official late-breaking abstracts launch announcement.

REGISTRATION & HOUSING

All presenting authors are required to register and pay the appropriate registration fees and arrange hotel accommodations.

Submitting an abstract or acceptance of an abstract does not register you or ensure hotel accommodations or the meeting.

Registration & Housing will open late Fall 2015.





2016 AACE ANNUAL MEETING IMPORTANT DATES

ABSTRACT DEADLINES

Abstract submission site opens	Wednesday, September 9, 2015
Abstract submission site closes at 11:59 pm ET	Wednesday, December 16, 2015
Presenting Author Notification	February 2016
Late-breaking abstract submission site opens	February 22, 2016
Late-breaking abstract submission site closes at 11:59 pm ET	April 1, 2016

REGISTRATION AND HOUSING

Member Registration and housing opens.....	Late Fall 2015
Last day to register at early bird rates.....	Dates Coming Soon!
Last day to register at reduced advanced registration rate	Dates Coming Soon!

2016 AACE ANNUAL MEETING

Pre-Congress.....	Wednesday, May 25, 2016
Scientific Sessions	Thursday, May 26, 2016 – Sunday, May 29, 2016



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