

**American Diabetes Association Scientific Sessions  
Late Breaking Abstract Submission Guidelines**

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## **Key Dates for the 84th Scientific Sessions Abstract Program**

<b>Monday, January 29, 2024</b>	Abstract submission opens
<b>Monday, March 11, 2024, 5:00 PM ET</b>	Abstract submission deadline
<b>Early-April, 2024</b>	Acceptance status and Copyright Transfer Agreement notifications emailed to presenting authors
<b>Wednesday, April 10, 2024</b>	Abstract withdrawal deadline/Copyright Transfer Agreement must be completed by presenting author
<b>Tuesday, June 18, 2024</b>	The embargoed text of most of the abstracts will be made available online
<b>June 21-24, 2024</b>	84 <sup>th</sup> Scientific Sessions

The American Diabetes Association's 84<sup>th</sup> Scientific Sessions is scheduled to take place in Orlando, FL June 21-24, 2024 at the Orange County Convention Center. **All presenters will be required to attend in-person to make their Oral or Poster Presentations.**

### **Abstract Submission Requirements**

- Abstracts for the American Diabetes Association's 84<sup>th</sup> Scientific Sessions must be submitted online via the **Scientific Sessions Portal**. Emails and word processing files submitted outside the abstract submission site will not be accepted.
- A fee of \$135.00 (USD) must be paid for each abstract submitted. The fee covers costs associated with the submission, review, and programming processes. This fee is charged regardless of whether or not the abstract is accepted for presentation and/or publication. **Submission fees will not be refunded.**

Payment must be made by credit card. Major credit cards (American Express, Visa, MasterCard, and Discover) are accepted for the secure online payment.

- An abstract is **not** eligible for submission if it has been presented at another national or international meeting or will be published prior to the 84<sup>th</sup> Scientific Sessions, June 21-24, 2024. Failure to notify the Association of such publication or presentation will result in a moratorium on the submission of abstracts for all authors in question for two years.
- There is no limit to the number of abstracts an author may submit; however, **an author may only serve as the presenting author on two submissions**. It is the author's responsibility to designate a new presenter for presentation conflicts that arise. If accepted, the presenter **must** be a co-author listed on the abstract at the time of submission.
- Abstracts must have a complete status by March 11, 2024, 5:00 PM ET, or the abstract will not be considered for the Scientific Sessions program. **Extensions will not be granted.**

## **Scientific Sessions Portal**

This time-saving system eliminates the process of re-entering contact information and disclosures for authors listed on more than one abstract. All abstract authors are responsible for entering their information into the **Portal once** per meeting.

Authors who have previously participated in the Scientific Sessions may have an account in our database. Those authors must log into the Portal to confirm or update their contact information and finalize their disclosure for the 2024 meeting **BEFORE** you add their name to the author list. This will ensure current contact information is added to the submission. If an author makes a necessary update to their information in the Portal after you have added their name to the author list, remove the author's name and repeat the 'Add Author' process. Doing so will capture the updated account information.

Authors who do not have an account in the Portal must create an account and complete the steps to finalize their disclosure. The submission site will not allow you to add an author who does not have an account in the Portal.

Submitters are responsible for confirming all authors are added to the submission and have a current disclosure status before the March 11, 2024, 5:00 PM ET deadline. Additional authors will not be added after the submission deadline.

An **author template** is available for download. This template can be sent to authors to notify them that they must complete the disclosure process before they can be added to an abstract submission.

See the **Step-by-Step Portal Instructions** section for instructions on how to use the Portal.

## **Abstract Character Guidelines**

Abstracts are limited to 1,800 characters (about 250 words). Spaces do not count as characters. Tables must be uploaded as image files. The file for Figures and Tables must be provided during submission at a sufficiently high resolution (minimum 1,000 pixels width/height, or a resolution of 300 dpi or higher). Files should be uploaded as jpeg files. Do not upload PDF or Word documents. All Figures and Tables should have a short explanatory title and caption.

### **Counts toward character limit:**

- Abstract Title
- Text in abstract body
- Graphics – Addition of an image whether a figure or table deducts 500 characters each

### **Does not count toward character limit:**

- Names of authors
- Spaces in the abstract body
- Caption of graphic

## **Abstract Structure and Formatting Guidelines**

Abstracts should be structured and organized as **Introduction & Objective, Methods, Results and Conclusion**.

- **Introduction & Objective:** The abstract should begin with a sentence or two explaining the clinical (or other) importance of the study question. This section should also state the precise objective or study question addressed in the project (e.g., “To determine whether...”). If possible, use the PICO format for the objective ([https://www.nlm.nih.gov/oet/ed/pubmed/pubmed\\_in\\_ebp/02-100.html](https://www.nlm.nih.gov/oet/ed/pubmed/pubmed_in_ebp/02-100.html)). The objective is different than the background or introduction. Authors are advised not to have a long introduction under this section (up to 3 sentences is sufficient).
- **Methods:** Methods should be concise and include the epidemiological design, patient selection (key inclusion/exclusion criteria), description of independent and dependent variables, and most important statistical test.
- **Results:** This section should describe baseline characteristics of participants followed by primary and secondary outcomes. Report estimates of associations including appropriate measures of variability and uncertainty (e.g., odds ratios with confidence intervals). If authors are including tables/figures, please avoid duplicating information that is provided in the table/figures.
- **Conclusion:** This section should provide only findings of the study directly supported by the objective results. Authors may state its clinical or future research implications. Please avoid speculation and over-generalization. Give equal emphasis to positive and negative findings of equal scientific merit.

## **Abstract Writing Standards**

- Abstracts must be written in English.
- **Do not** enter author information into the abstract body. Doing so negates a blind review.
- **Do not** begin sentences with numerals.
- **Do not** include the abstract title, references, or grant support in the abstract body.
- Standard abbreviations may be used without definition. Nonstandard abbreviations must be placed in parentheses after the first use of the abbreviation.
- Use generic drug names. If it is necessary to use a trade name, then those of several companies must be used.
- When submitting your abstract, the ADA recommends using language that is neutral, nonjudgmental, and free from stigma when referring to the person with diabetes. For example, referring to the person with diabetes as a person with diabetes, not as a diabetic as this may be interpreted as negative, blaming, or fault finding.
- Proofread abstracts carefully to avoid errors. Modifications will not be allowed after the March 11, 2024, 5:00 PM ET deadline.

**Note:** The Association may modify the format to fit the look and feel of the media on which it is displayed or distributed.

## **Abstract Selection Process**

All abstracts successfully submitted are peer-reviewed through a blind review process.

Originality of work, adequacy of data, and clarity of exposition are the determinants in the selection of abstracts. An abstract that does not present the results of the study will not be accepted.

The final decision with respect to selection, programming, and/or publication of any abstract will be made by the Association's Scientific Sessions Meeting Planning Committee.

Abstracts may be selected for **oral presentation, poster presentation, published only, or not selected.** Abstracts selected for oral presentation, poster presentation, and published only will be published on the journal *Diabetes*<sup>®</sup> website. Abstracts selected as Published Only **will not** be presented at the 84<sup>th</sup> Scientific Sessions.

Abstract acceptance status will be sent via email to the designated **presenting author** in early-April. Make sure their email settings will allow correspondence from [abstracts@diabetes.org](mailto:abstracts@diabetes.org).

## **Embargo Policy**

All meeting attendees, members of the media, companies, institutions, organizations, universities, investment advisors, and all other individuals are required to abide by the embargo policy governing the American Diabetes Association's (ADA's) 84<sup>th</sup> Scientific Sessions.

An embargo means that information from any abstract or presentation is confidential and may not be announced, publicized, or distributed before the embargo date and time. This policy applies to all formats of release, including the Scientific Sessions online itinerary planner, meeting app, Abstracts on USB, abstracts published on the journal *Diabetes*<sup>®</sup> website, and any other distribution method.

The purpose of the embargo policy is to protect the scientific integrity of the abstract submissions presented at the ADA's Scientific Sessions. All submissions are to be considered preliminary until the time of presentation or authorized for public release. Violation of the embargo policy by release of information contained in any abstract prior to its embargoed date and time will result in the individual, as well as the employer/affiliated company, institution, organization, etc., being removed from ADA's 84<sup>th</sup> Scientific Sessions, with a two-year ban on returning.

### **Prior Publication:**

If the abstract is also submitted as a manuscript for publication, authors are responsible for coordinating a publication date that abides by the Association's embargo policy. If publication occurs online or in print before the specific embargo date and time set by the Association, the abstract must be withdrawn. Please notify the Association via email at [abstracts@diabetes.org](mailto:abstracts@diabetes.org). Failure to notify the Association of publication will result in a moratorium on the submission of abstracts for all authors in question for two years.

### **Specific Embargo Dates and Times:**

#### **\*Oral Presentations:**

Abstracts selected for oral presentation, are embargoed from the time of submission until the scheduled start of their presentation at the 84<sup>th</sup> Scientific Sessions. The ADA reserves the right to adjust the

embargo as needed.

**\*Poster Presentations:**

Abstracts selected for poster presentation are embargoed from the time of submission until **Friday, June 21, 2024 at 6:30 PM Eastern Time.**

**Published Only:**

Abstracts selected for Published Only are embargoed from the time of submission until **Friday, June 21, 2024 at 10:30 AM Eastern Time.**

**Regular and Late Breaking Abstract Availability**

The embargoed text of most of the abstracts will be made available online on Friday, June 14, 2024

**Note:** The abstract embargo still applies; however, abstracts are made available to attendees to assist in creating their itineraries for the meeting. *\*Not all abstracts will be available to view as some will follow the Press Program Abstract Availability timeline (see below).*

**ADA's 84<sup>th</sup> Scientific Sessions Press Program Abstract Availability**

Full text of abstracts selected for the ADA's official 84<sup>th</sup> Scientific Sessions Press Program will be made available at the following times:

**\*Poster Presentations:** Full text of abstracts will be released on **Friday, June 21 at 6:30 pm Eastern Time.**

**\*Oral Presentations:** Full text of abstracts will be released at the start time of the oral presentation at the 84<sup>th</sup> Scientific Sessions.

**Exception to Embargo Policy—Publicly Traded Companies:**

A pharmaceutical or device manufacturer that is publicly traded may be advised by its legal counsel that, in order to comply with requirements of the U.S. Securities Exchange Commission (SEC) or a corresponding regulatory body in the country where the company's stock is traded, it must publicly disclose certain data from its submitted abstract prior to the Association's authorized release of the abstract. Under such extenuating circumstances, and upon appropriate request, the American Diabetes Association may grant an exception to its embargo policy and allow the company to release limited top-line data from the abstract without jeopardizing its eligibility to be presented at the Association's Scientific Sessions. To request such an exception, the following information needs to be sent via email to [abstracts@diabetes.org](mailto:abstracts@diabetes.org) and copy the corresponding author of the abstract.

- A letter signed by legal counsel to the American Diabetes Association (see [sample letter](#)) stating that disclosure of the information is necessary to comply with applicable securities laws.
- A draft press release (see [sample press release](#)) with data to be included, such as: general findings with no additional analysis, commentary, or investigator quotes, and timing of the release. The release must note that the abstract has been accepted for presentation at the American Diabetes Association's Scientific Sessions, and that all abstracts are preliminary until time of presentation. **The release must also clearly display the embargo date and time.**

Information that goes beyond the four corners of the abstract (such as additional analysis, commentary, or updated information from those individuals and companies involved in the study) remains embargoed until the Association's authorized release of the abstract. The company issuing the release

assumes responsibility for ensuring embargoed releases are only distributed to parties including reporters or social media operators who agree to the Association's embargo policy.

The Association will evaluate exception requests on a case-by-case basis and reserves the right to change the type of presentation (from oral presentation to poster presentation) or remove the abstract from the meeting program if it determines that the released information may substantially detract from the novelty of the presentation.

Questions regarding the correct embargo dates/times for the Association's Scientific Sessions can be addressed to [abstracts@diabetes.org](mailto:abstracts@diabetes.org).

## **Abstract Publication, Revisions, and Withdrawals**

- Submission of an abstract grants ADA the rights to publish the abstract on the journal *Diabetes*<sup>®</sup> website or in other publications produced by ADA. All abstracts accepted for the Scientific Sessions will be published on the journal *Diabetes*<sup>®</sup> website, unless withdrawn by the withdrawal deadline.
- Abstracts may be revised online until March 11, 2024, 5:00 PM ET. Modifications will **not** be allowed after the submission deadline.
- Abstracts must be withdrawn no later than **April 10, 2024**, or they will be published on the journal *Diabetes*<sup>®</sup> website. To withdraw an abstract, the presenting author must complete a **Late Breaking Abstract Withdrawal Form** and return it to the ADA by fax or email. Only the presenting author can withdraw the abstract. The abstract processing fee will not be refunded.

## **Program Information**

- **Note:** Presenting authors will not be allowed to reschedule their presentation time(s).
- **Poster Presentation:** All Posters must be displayed for **all four days** (Friday, Saturday, Sunday, and Monday) in the Poster Hall. The presenting author must be available on his/her assigned General Poster Session presentation day(s) to answer questions from attendees. Those accepted for a poster presentation will receive their presentation details (date/time) in their acceptance letter. All poster presenters will be given the opportunity to also upload an ePoster (electronic poster) that will be complimentary to their printed poster. *Please note: The ePoster does not take the place of the printed poster.*
  - The Poster Hall will be open during the Networking Reception on Friday at 6:30 pm. Presenters will have the opportunity to hang their posters on Friday before the reception so they will be on display.
  - **Poster Printing Service:** The ADA offers discounted poster printing through our preferred poster service partner. We recommend poster presenters take advantage of this easy, convenient way to order a printed poster. Information for the poster printing website will be emailed to presenting authors of accepted abstracts in early May. **Note:** Poster printing through our partner is not mandatory.
- **ePoster Theater Presentations:** Poster presenters will share their research and highlight novel or recent advancements in five-minute question and answer discussions with a session

moderator as audience members listen in. It is required that the presenter uploads an ePoster for this presentation. Those accepted for an ePoster Theater Presentation will receive their presentation details (date/time) in their acceptance letter. The ePoster Theater presentation is in addition to the regularly scheduled General Poster Session presentation for that abstract.

## **Abstract Presenter Expenses/Meeting Registration Fee**

Abstract presenters will be **required** to attend Scientific Sessions in-person to make their presentation. Expenses associated with an abstract presentation (e.g., travel, hotel, meeting registration fees, etc.) are the sole responsibility of the presenting author. Presenters must register for the meeting in the appropriate category (Member, Non-Member, Student/Resident/Fellow). **Join/renew** membership to receive member rates.

In the event that you register for the meeting and your abstract submission is not accepted for presentation, you may request a full refund of your registration fee until **May 9, 2024**.

## **Step-by-Step Portal Instructions**

- Access the **Portal**.
  - If you are a returning user, login with your username and password or follow the **“Forgot your password?”** steps to reset your password or retrieve your username. Emails will be sent from **diabetesii@support.ctimeetingtech.com**. Make sure your email settings will allow correspondence from this email address.
    - Once logged in, you may need to review/update your contact information. To do so, click your name in the upper right-hand corner and select **“Profile”** from the drop-down menu.
  - If you are a first-time user, create a new user account by selecting the **“Create new account”** link. Once you have entered your information into the required fields, click the **“Save & Continue”** button to save your information.
- To enter your disclosure, click either **“Update your disclosures”** or **“Create your disclosures.”**
  - Click the **“Edit/Update Disclosure”** button to update your disclosure.
- Click the **“Continue”** button.
- Check the **“Within the past 24 months, I have had NO financial relationships with any ineligible companies, manufacturers, and/or proprietary entities”** option if you have no financial relationships to disclose.
  - You must check the consent box at the bottom of the page. CTI Meeting Technology and ADA will use your information only for the purposes of collecting your disclosure and providing any relevant Scientific Sessions emails.
  - Click the **“Save & Continue”** button to continue.



- Check the **"Within the past 24 months, I have had financial relationships with ineligible companies, manufacturers, and/or proprietary entities"** option if you have financial relationships to disclose.
  - Enter all financial relationships with any ineligible companies, manufactures, and/or proprietary entities with which you have or have had a relationship in the past 24 months.
  - If you have more than one relationship type with a manufacturer/provider, enter it on a separate line.
  - If the manufacturer/provider is not listed, select **"Other Company"** from the drop-down menu and type the name in the **"Other Company"** box.
  - If you have more than 10 relationships to disclose; the system will automatically add more lines as needed after you use all available lines and click the **"Save"** button at the bottom of the page.
  - You must check the consent box at the bottom of the page. CTI Meeting Technology and ADA will use your information only for the purposes of collecting your disclosure and providing any relevant Scientific Sessions emails.
  - Once you have entered your information and checked the consent box, click the **"Save & Continue"** button.
- **You must continue to the next step to finalize your record.**
- To finalize your disclosure, click the **"FINALIZE NOW"** button at the top or bottom of the page.

## **Abstract Submitters**

To access the abstract submission site, click **"Return to Dashboard"** then select **"Submissions"** from the upper menu on the next page. Select the **+ New** button to begin a new submission and follow the **Step-by-Step Abstract Submission Instructions** below.

## **Abstract Authors**

Once you have finalized your disclosure, click **"Return to Dashboard"** then logout by clicking your name in the upper right-hand corner of the next page and selecting **"Logout"** from the drop-down menu.

Please then provide the first name, last name, and email address associated with your disclosure account to the abstract submitter. The submitter will use these fields to search for your name in the database to sync your information to the abstract submission.

## **Step-by-Step Abstract Submission Instructions**

- Access the abstract submission site via the **Portal**.
  - You must complete the **Step-by-Step Portal Instructions** before you will have access to the submission site.
- To begin a new submission, select the **+ New** button. If you do not see this button, be sure that you have finalized your disclosure record and are in the Submissions area of the Portal. **Note:** The button will not appear until you have updated your disclosures.
- **Terms of Use Agreement:** Read the Terms of Use Agreement thoroughly and click on the check box next to each statement to agree. You must agree to each statement to continue.

**Abstract Title:** The title should be brief, and clear to give reader an insight into the content of the investigation and should specify the type of research (e.g., randomized trial, case-control study, retrospective study). Use the following formatting guidelines:

- Enter your title in Title Case.
- **Do not** use all UPPERCASE characters.
- **Do not** *italicize* the entire title.
- **Do not** include a period at the end of the title.

Example: This is a Properly Formatted Abstract Title

**If copying and pasting your title into the text box, you must paste your title as plain text to avoid errors.**

- **Category:** Indicate the category for which you wish to have the abstract reviewed. To ensure that your abstract receives proper consideration, please make certain that the abstract is submitted to the appropriate category.
- **Presentation Preference:** All abstracts will be considered first for oral presentation followed by poster presentation. Abstracts not selected for presentation will automatically be considered for published only.

The Scientific Sessions Meeting Planning Committee will consider your presentation preference. Please select one of the following options from the drop-down menu. The Committee reserves the right of final decision.

- **Author Information:** The submission site will not allow you to add an author who does not have an account in the Portal. Authors are responsible for entering their contact information and disclosures into the **Portal** **once** per meeting.

Authors who have previously participated in the Scientific Sessions may have an account in our database. Those authors must log into the Portal to confirm or update their contact information and finalize their disclosure for the 2024 meeting **BEFORE** you add their name to the author list. This will ensure current contact information is added to the submission. If an author makes a necessary update to their information in the Portal after you have added their name to the author list, remove the author's name and repeat the Add Author process. Doing so will capture the updated account

information.

Authors who do not have an account in the Portal must create an account and complete the steps to finalize their disclosure.

- An **author template** is available for download. This template can be sent to authors to notify them that they must complete the disclosure process before they can be added to an abstract submission.
- **Adding Authors:** Select the **“Add Author”** button to search the system. You can search by Last Name (required), First Name, and/or Email Address. When located, click **“Add”** next to the author’s name to add the author to the submission.

**Common search issues:**

- Special characters within a name are not always recognized. Please use the American spelling.
- Please ensure that no excess spacing is entered.
- The system searches for exact matches on First Name, Last Name, and Email address. If a match is not found, please confirm these fields are correct.

Repeat this step until all authors have been added.

- **Adding a Study Group:** If you have a Study Group to enter for this abstract, select the **“Add a Group”** link and then type the group’s name in the text box provided.

Individual names do not qualify as a group. Do not enter a string of individual author names. **Author names added in this area will be deleted from the submission.**

- **Change who is Presenting:** Select the **“Change who is Presenting”** button to change who is listed as the presenting author. You may only designate one presenting author per abstract. All correspondence regarding abstracts will be sent to the presenting author only.
- **Change the Order Author(s) are Listed:** Select the **“Change the Order these Author(s) are Listed”** button to change the order in which authors are listed. To re-arrange the order of your authors, select new place numbers from the drop-down menu for each author.
- **Disclosure Information:** All abstract authors must have a **Current** disclosure status.
  - If **Current** appears next to the name of the author nothing further is needed to confirm their disclosure information.
  - If **Not Current** or **Not Found** appears next to the name of the author, the disclosure is currently incomplete and needs to be finalized by the author. Please use the **“Send Email”** option to send this author a reminder. Each author must have a Current disclosure status before March 11, 2024, 5:00 PM ET or the abstract will remain incomplete and will not be reviewed.
- **Financial Support:**
  - **ADA Support:** If the research presented in this abstract has been supported, in whole or in part, by a grant from the American Diabetes Association, please select **“Yes”** in the drop-down menu. If yes, provide the ADA grant reference number for the award.

Example: 7-13-BS-123

- **Other Grant Support:** If grant acknowledgment is required, enter only the name of the grant provider and reference number.

Example: National Institutes of Health (A12BC345678)

- **Abstract Body:** You may enter your abstract body by either clicking “**Enter Abstract Text**” or selecting “**Upload a File Containing Your Abstract.**” See the [Abstract Character Guidelines](#) section for additional guidelines.
- **Add an Image:** Click the “**Add an Image**” button to upload an image file. The following guidelines apply:
  - Abstracts can have a maximum of two images. Each image counts as 500 characters. **Do not** combine two images into one upload as this reduces the clarity of the image.
  - Tables must be uploaded as image files.
  - Uploads **must be** high-resolution jpeg files. Do not upload PDF or Word documents.
  - Do not include extra space around the image.
- **Payment:** A fee of \$135 (USD) must be paid for each abstract submitted to the American Diabetes Association. The fee covers costs associated with the submission, review, and programming processes. This fee is charged regardless of whether or not the abstract is accepted for presentation and/or publication. **Submission fees will not be refunded.**

Payment must be made by credit card. Major credit cards (American Express, Visa, MasterCard, and Discover) are accepted for the secured online payment. Purchase orders, checks and/or money orders will not be accepted. All payments must be received by the submission deadline.

You must fill out all fields on the Payment page and click the “**Save and Continue**” button. Payment will be processed once you click Save and Continue.

- **Review my Work:** Confirm that the status of your abstract says **COMPLETE** before the submission deadline. If you have one or more incomplete steps, your abstract **will not** be reviewed. This is a preview copy, allowing you to review your abstract and print a copy for your records. You may go back to any section to make edits until the submission deadline. **Editing will not be permitted after the submission deadline on Monday, March 11, 2024, 5:00 PM ET.**
  - Select either “**Click here if you would like to have a confirmation of your submission emailed to you**” or “**Click here for a print-friendly version of your submission**” to obtain confirmation of your submission.
  - Select “**Click here to get a payment receipt**” to obtain a copy of your payment receipt.
- **Copyright Transfer Agreement:** If the abstract is selected for publication, a Copyright Transfer Agreement will be sent to the presenting author through an email notification in early-April. The presenting author will be required to agree to the terms of the Copyright Transfer Agreement on behalf of all co-authors designated with an electronic signature. The form must be completed through the email notification no later than April 10, 2024, for the abstract to be included in the program.

## **Technical Support**

Contact cOASIS Helpdesk at [diabetes@support.ctimeetingtech.com](mailto:diabetes@support.ctimeetingtech.com) or 217-398-1792 between the hours of 8:00 AM and 5:00 PM (CT) Monday through Friday.

For questions regarding abstract submission policies, contact [abstracts@diabetes.org](mailto:abstracts@diabetes.org).

For additional Scientific Sessions information, visit [scientificsessions.diabetes.org](http://scientificsessions.diabetes.org).