American Diabetes Association Scientific Sessions
Late Breaking Abstract Submission Guidelines

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Key Dates for the 76th Scientific Sessions Late Breaking Abstract Program

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<th>Date</th>
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<tr>
<td>Monday, February 1, 2016</td>
<td>Late Breaking Abstract submission opens.</td>
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<tr>
<td>Monday, March 14, 2016 (5:00 p.m. EDT)</td>
<td>Late Breaking Abstract submission closes.</td>
</tr>
<tr>
<td>Early-April, 2016</td>
<td>Acceptance status and Copyright Transfer Agreement notifications sent to Presenting Authors.</td>
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<tr>
<td>Friday, April 15, 2016</td>
<td>Late Breaking Abstract withdrawal deadline.</td>
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<tr>
<td>Friday, April 15, 2016</td>
<td>Copyright Transfer Agreement must be completed by Presenting Author.</td>
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<tr>
<td>Friday, June 10, 2016 (11:45 a.m. CDT)</td>
<td>76th Scientific Sessions begins.</td>
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For questions regarding Late Breaking Abstract policies or submission instructions, contact abstracts@diabetes.org. For additional meeting information, visit scientificsessions.diabetes.org.

Late Breaking Abstract Submission Requirements

Submission Deadline:  
Monday, March 14, 2016, 5:00 p.m. EDT

- **Online Submission:** Late Breaking Abstracts for the American Diabetes Association’s 76th Scientific Sessions must be submitted online via the official abstract submission site, available through the meeting website at scientificsessions.diabetes.org. E-mails and word processing files submitted outside the abstract submission site will not be accepted.

- **Processing Fee:** A non-refundable processing fee of $125.00 (USD) must be paid for each Late Breaking Abstract submitted. Payment must be made by credit card. Major credit cards (American Express®, Visa®, MasterCard®, and Discover®) are accepted for the secure online payment. The abstract will not be considered for the Scientific Sessions program if the fee has not been paid by the submission deadline, Monday, March 14, 2016, 5:00 p.m. EDT.

- **Prior Publication:** A Late Breaking Abstract is not eligible for submission if it has been presented at another national or international meeting or will be published prior to the 76th Scientific Sessions, June 10-14, 2016. 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 one year.

- **Authorship Requirements:** Authors are not required to be members of the ADA. There is no limit to the number of Late Breaking Abstracts an author may submit; however, to avoid presentation scheduling conflicts, an author may only appear as the Presenting Author on one (1) Late Breaking Abstract submission.

- **Submission Deadline:** Late Breaking Abstracts must be complete by Monday, March 14, 2016, 5:00 p.m. EDT, or they will not be considered for the Scientific Sessions program. Extensions to the submission deadline will not be granted.
Character Count and Writing Standards

- **Character Count**: Late Breaking Abstracts are limited to 1,800 characters, not including spaces. The abstract title, body, tables, and images count toward the character limit. The abstract can have a maximum of two (2) attachments (tables and/or images). Each table and/or image counts as 500 characters.

- **Abstract Body**: Make abstracts as informative as possible. Actual data should be summarized. It is inadequate to state “the results will be discussed” or “the data will be presented.” Abstracts must be written in English.

- Late Breaking Abstracts are published as submitted. Please ensure the abstract is carefully written and edited prior to completing your submission. **Note**: The Association may modify the format of the abstract to fit the look and feel of the media on which it is displayed or distributed.

- **Do not** use subtitles (e.g., methods, results) in the abstract body.

- **Do not** enter author, title, or grant information into the “abstract body” text box.

- The use of standard abbreviations is requested. Examples include: kg, g, mg, ml, L (liter), mEq (milliequivalent), m (meter), mmol/L (millimoles per liter), / (per), and % (percent).

- Place a special or unusual abbreviation in parentheses after the full word the first time it appears, and then use the abbreviation throughout the remainder of the abstract.

- Use numerals to indicate numbers, except when beginning sentences.

- Nonproprietary (generic) names should be used the first time a drug is mentioned and typed in lowercase letters, followed by the trade name in parentheses. Trade names are always capitalized. Example: aspirin (Bufferin).

- When discussing therapeutic options, it is our preference that you use only generic names. If it is necessary to use a trade name, then those of several companies must be used. In addition, should your presentation include discussion of any unlabeled or investigational use of a commercial product, you are required to disclose this at the time of presentation.

Embargo Policy

Members of the media, companies, institutions, organizations, universities, investment advisors, and all other companies and individuals are required to abide by the embargo policy governing the Association’s 76th Scientific Sessions.

An embargo means that information from any abstract or presentation may not be announced, publicized, or distributed before the imposed embargo date and time. This policy applies to all formats of release, including the Scientific Sessions online itinerary planner, App, Abstracts on USB, hard copy Diabetes Abstract Book, online via the Association’s website, and other presentations.

The purpose of the embargo policy is to protect the novelty and integrity of the abstract submissions presented at the Scientific Sessions. This policy recognizes that all submissions are to be considered as preliminary until the time of presentation or authorized release. Premature release of information contained in any abstract will result in the individual, as well as the employer/affiliated company, institution, organization, etc., being removed from the 2016 Scientific Sessions with a two year ban on returning.
Specific Embargo Dates and Times

• **Oral Presentation:** Late Breaking Abstracts selected for Oral Presentation are embargoed from the time of submission until the time of presentation.

• **Poster Presentation:** Late Breaking Abstracts selected for Poster Presentation are embargoed from the time of submission until 10:00 a.m. Central Time, Saturday, June 11, 2016.

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 (S.E.C.) 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 an exception, or additional details, contact Christa Young, Manager, Professional Education, at abstracts@diabetes.org.

Late Breaking Abstract Selection Process

• **Review Process:** All Late Breaking Abstracts successfully submitted to the ADA are peer-reviewed through a blind review process.

• **Selection Criteria:** Originality of work, adequacy of data, and clarity of exposition are the determinants in the selection of Late Breaking Abstracts. 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.

• **Selection Decision:** Late Breaking Abstracts may be selected for (1) Oral Presentation, (2) Poster Presentation, or (3) not selected. Due to program deadlines, Late Breaking Abstracts selected for Oral Presentation and Poster Presentation will be published in the 76th Scientific Sessions Late Breaking Abstract Handout.

• **Notification:** Late Breaking Abstract final acceptance status will be sent via e-mail to the designated Presenting Author in early-April 2016.

Late Breaking Abstract Publication, Revisions, and Withdrawals

• **Publication:** Submission of a Late Breaking Abstract grants ADA the rights to publish the abstract in the 76th Scientific Sessions Late Breaking Abstract Handout or in other publications produced by ADA. Late Breaking Abstracts accepted for the Scientific Sessions will be published in the Late Breaking Abstract Handout, unless withdrawn by the deadline.

• **Revisions:** Late Breaking Abstracts may be revised online until Monday, March 14, 2016, at 5:00 p.m. EDT. Abstracts may not be revised in any way after this date/time.

• **Withdrawals:** Late Breaking Abstracts must be withdrawn no later than Friday, April 15, 2016, or they will be printed in the Late Breaking Abstract Handout. To withdraw an abstract, the Presenting Author must complete an Abstract Withdrawal Form and return it to the ADA by fax or e-mail. Only the Presenting Author has the ability to withdraw the abstract. The abstract processing fee will not be refunded.
Program Information

- Accepted Late Breaking Abstracts will be designated as either Oral or Poster Presentations. Because of programming deadlines, Late Breaking Abstracts are not included in Moderated Poster Discussions.

- **Oral Presentation**: Oral Presentations are 15 minutes in length. If selected for an Oral Presentation, you will be notified of your presentation date/time.

- **Poster Presentation**: Posters must be displayed for three days (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.

Late Breaking Abstract Presenter Expenses/Meeting Registration Fee

- Expenses associated with a Late Breaking Abstract presentation (e.g., airfare, lodging, etc.) are the sole responsibility of the Presenting Author. Presenters must register for the meeting and pay the Scientific Sessions attendee registration fee in order to present. In the event that you register for the meeting and your abstract submission was not accepted for presentation, you may request a refund of your registration fee, less a $50.00 (USD) administrative fee, up until April 28, 2016.
Step-by-Step Late Breaking Abstract Submission Instructions

Note: For specific help and instructions within each submission step, refer to the Help icon located in the upper right hand corner of the abstract submission site. Save your work by clicking on the Save and Continue button located within each section.

- **Recommended Browsers:** For Windows users, we recommend Google Chrome 33 or higher. For Macintosh users, we recommend Safari 5.0 or higher.

- Access the abstract submission site through scientificsessions.diabetes.org.

- If you are a returning user you may login or request a password reminder. If you are a first time user, create a new user account by filling in the requested fields and click the Save and Continue button to save your work. **Note:** Items indicated with an asterisk (*) are required.

- Enter your Login and Password and click on the Continue button to enter the submission system.

- Click on the New Submission link at the top of the page to create your abstract.

- **Terms of Use Agreement:** Read the Terms of Use Agreement thoroughly and click on the box that states “I have read and agree to the Terms of Use Agreement.” **Note:** You must agree to the terms to continue.

- **Abstract Title:** Enter your title in Title Case format. Title Case format means only using capital letters for the principal words. Articles, conjunctions, and prepositions do not get capital letters unless they start the title (Example: Development and Validation of a Prediction Model for Future Type 2 Diabetes in Japan).
  - Do not use all UPPERCASE characters.
  - Do not italicize the entire title.
  - Do not include a period at the end of the title.

- **Category:** Indicate the category for which you wish to have the abstract reviewed. You must select one (1) category to continue. To ensure that your abstract receives proper consideration, please make sure that the abstract is submitted to the appropriate category. **Note:** The Scientific Sessions Meeting Planning Committee reserves the right to move abstracts to a different category, if appropriate, without notifying the author(s).

- **Author Information:** Verify the author information that has been pre-populated from your account profile and complete the additional required fields. The institution state is required for locations in the U.S. and Canada. E-mail addresses are required for all authors.

- **Author Disclosures:** If an author or their spouse/partner has had a relationship with a manufacturer or provider involved in diabetes management and treatment or its complications within the past twelve (12) months use the Add buttons to document the financial relationship(s) by selecting the manufacturer or provider from the drop-down menu, and characterizing the relationship. If you do not have anything to disclose, click on the box that states “Disclosed No Conflict of Interest.” **Note:** This step is required for all authors and is the responsibility of the abstract submitter to ensure that the correct disclosure information is entered into the abstract submission site.
• Adding Additional Authors/Study Group:
  o Select the Add Author button to add another author to the abstract. Use the search fields to look up and add authors to your abstract. Verify the pre-populated information and make any necessary changes. If the author you are searching for does not appear through the search, select the Click here for a blank form button to manually enter author information. Complete all required fields designated with an asterisk (*). Repeat this step until all authors have been entered.
  o 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. Do not add individual authors in the “Study Group” field.

• Change who is Presenting: Click the Change who is Presenting button to change who is listed as the Presenting Author. You may only designate one (1) Presenting Author per abstract. You may be asked to fill out additional required fields. Note: The presenting author will have the primary responsibility for communication with the American Diabetes Association.

• Change the Order Author(s) are Listed: To change the order in which the authors are listed, use the Change the Order these Author(s) are Listed button. To re-arrange the order of your authors, select new place numbers from the drop-down menu for each author.

• Financial Support:
  o 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 you select “yes” you must also provide the grant number (Example: 7-13-BS-123). Accepted abstracts noted with ADA funding will be highlighted in the 76th Scientific Sessions Late Breaking Abstract Handout and designated on poster boards throughout the Poster Hall.
  o Other Grant Support: If a grant provider requires acknowledgment of financial support with the printed abstract, enter the grant information in the provided text box. Spell out full name of the grant provider. Do not use abbreviations or acronyms. (Example: National Institutes of Health).

• Abstract Body: You may enter your abstract body by either clicking Enter Abstract Text or selecting Upload a File Containing Your Abstract. See the Character Count and Writing Standards section (page 3) for additional guidelines.

• Create or Edit Table: Simple tables may be included if they fit within the size constraints of the electronic program. Use the Create a Table button to create a new table. Tables created using the submission system can have a maximum of 8 columns and 8 rows. Click the Edit Data button to change the contents of the cells. In order to add or delete rows or columns, click the Edit Format button. Note: You cannot copy/paste a completed table into your abstract. You must use the create table function for table preparation.

• Add an Image: Click the Add an Image button to upload an image file. For optimum publishing quality, images must be high resolution JPEG files. The minimum resolution required is 600 dpi. Any lower resolution images will be difficult to read in the printed Late Breaking Abstract Handout.

• Keyword(s): Enter a maximum of two (2) keywords as appropriate for indexing your abstract. A minimum of one (1) keyword is required. Keywords will be used to create subject and search indexes. Please make your keywords as specific as possible. Keywords such as “diabetes” or “insulin” are too broad to be useful for indexing. Try to anticipate the keywords that someone interested in your topic would use when searching for abstracts. Note: Please format each keyword so that the first letter of the first word is capitalized, and the remaining letters and words are lower case. (Example: Bariatric surgery).
• **Payment:** A non-refundable processing fee of $125.00 (USD) must be paid for each Late Breaking Abstract submitted. Payment must be made by credit card. The abstract will not be considered for the program unless the submission fee is paid before the submission deadline. **Note:** You must complete all fields on the Payment page and click the **Save and Continue** button to continue. **Your payment will be processed once you click Save and Continue.** All payments times are Central (CT). You will receive an automatic confirmation e-mail once your payment is received.

• **Review my Work:** Please confirm that the status of your abstract says **COMPLETE** before the submission deadline of **Monday, March 14, 2016, at 5:00 p.m. EDT.** If payment is not received or you have one or more incomplete steps, your abstract will not be reviewed for inclusion in the program. This is a preview copy only, allowing you to view your abstract as it currently appears in the program and print a copy for your records. You may go back to any section to make changes or edits to your abstract until **Monday, March 14, 2016, at 5:00 p.m. EDT. Editing will not be permitted after the submission deadline.** **Note:** In order to receive a confirmation e-mail, scroll to the bottom of the page and select **Click Here for a Print-Friendly Version of Your Submission.**

• **Copyright Transfer Agreement:** If the Late Breaking Abstract is selected for publication, a Copyright Transfer Agreement will be sent to the **Presenting Author** through an e-mail 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 e-mail notification no later than **Friday, April 15, 2016** for the abstract to be included in the program.

• **Create New Abstract Submission:** Click on the **Home** icon in the upper right hand corner of the submission site to begin a new abstract submission. If you have logged out of the submission site you will have to click the submission site link located on the ADA website Abstract page, **scientificsessions.diabetes.org** and log back in using the same username and password.