American Diabetes Association Scientific Sessions
Late Breaking Abstract Submission Guidelines

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### Key Dates for the 77th Scientific Sessions Late Breaking Abstract Program

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<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>Wednesday, February 1, 2017</td>
<td>Late Breaking Abstract submission opens.</td>
</tr>
<tr>
<td>Monday, March 13, 2017 (5:00 p.m. EDT)</td>
<td>Late Breaking Abstract submission closes.</td>
</tr>
<tr>
<td>Early-April, 2017</td>
<td>Acceptance status and Copyright Transfer Agreement notifications sent to Presenting Authors.</td>
</tr>
<tr>
<td>Wednesday, April 12, 2017</td>
<td>Late Breaking Abstract withdrawal deadline.</td>
</tr>
<tr>
<td>Wednesday, April 12, 2017</td>
<td>Copyright Transfer Agreement must be completed by Presenting Author.</td>
</tr>
<tr>
<td>Friday, June 9, 2017</td>
<td>77th Scientific Sessions begins.</td>
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For questions regarding Late Breaking Abstract submission policies, contact abstracts@diabetes.org. For additional meeting information, visit scientificsessions.diabetes.org.

## Late Breaking Abstract Submission Requirements

- **Online Submission:** Late Breaking Abstracts for the American Diabetes Association’s 77th 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 $130.00 (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 13, 2017, 5:00 p.m. EDT. Submission fees will not be refunded if the abstract is deleted, not accepted, or withdrawn.**

- **Prior Publication:** 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 77th Scientific Sessions, June 9-13, 2017. 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:** There is no limit to the number of Late Breaking Abstracts an author may submit; however, an author may only serve as the Presenting Author on one (1) Late Breaking Abstract submission. It is the author’s responsibility to designate a new presenter for presentation conflicts that arise due to multiple submissions. If accepted, the presenter must be a co-author listed on the Late Breaking abstract at the time of submission.

- **Submission Deadline:** Late Breaking Abstracts must be complete by **Monday, March 13, 2017, 5:00 p.m. EDT,** or the abstract 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:** Abstracts are limited to 1,800 characters, not including spaces. The abstract title, body, tables, and images count toward the character limit. Abstracts can have a maximum of two (2) tables and/or images. Each table 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 with accurate grammar and spelling suitable for publication.

- Abstracts are published as submitted. Proofread work carefully to avoid errors. **Note:** The Association may modify the format to fit the look and feel of the media on which it is displayed or distributed.

- **Do not** enter author information into the abstract body. Entering such information negates a blind review.

- **Do not** include the 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 word or phrase followed by the abbreviation throughout the remainder of the abstract.

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

- 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 should be 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**

Meeting attendees, 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 American Diabetes Association’s 77th 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, 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 scientific integrity of the abstract submissions presented at the Association’s 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 2017 Scientific Sessions with a two year ban on returning.

**Prior Publication:**
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 77th Scientific Sessions, June 9-13, 2017. Failure to notify the Association of such publication or presentation will result in a moratorium on the submission of abstracts for one year.

If the accepted 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 e-mail at abstracts@diabetes.org.

**Specific Embargo Dates and Times:**

**Oral Presentation:**
Abstracts selected for oral presentation are embargoed from the time of submission until conclusion of the session in which the abstract is presented at the 77th Scientific Sessions. The Association reserves the right to adjust the embargo as needed.

**Poster Presentation:**
Abstracts selected for poster presentation are embargoed from the time of submission until 10:00 a.m. Pacific time, Saturday, June 10, 2017.

**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 e-mail to Christa Young, Senior Manager, Professional Education at 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 Christa Young, Senior Manager, Professional Education, abstracts@diabetes.org, and Michelle Kirkwood, Director of Strategic Communications and Media Relations, press@diabetes.org.

**Late Breaking Abstract Selection Process**

- **Review Process:** All 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 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 77th Scientific Sessions Late Breaking Abstract Handout.

- **Notification:** Late Breaking Abstract final acceptance status will be sent via e-mail to the designated Presenting Author no later than early-April 2017.

**Late Breaking Abstract Publication, Revisions, and Withdrawals**

- **Publication:** Submission of a Late Breaking Abstract grants ADA the rights to publish the abstract in 77th 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 13, 2017, at 5:00 p.m. EDT.** Abstracts, images, tables, and/or authorship may not be revised in any way after this date/time.

**Withdrawals:** Late Breaking Abstracts must be withdrawn no later than **Wednesday, April 12, 2017,** or they will be printed in the Late Breaking Abstract Handout. To withdraw a Late Breaking Abstract, the Presenting Author must complete a [Late Breaking 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. Those selected for an Oral Presentation will receive their presentation details (date/time) in their acceptance letter.

- **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.

  o **Poster Printing Service**: The ADA offers discounted poster printing through our preferred poster service partner, Digital Acumen. We recommend poster presenters take advantage of this easy, convenient way to order a printed poster and have it shipped to the meeting where it can be picked up in the Poster Hall. Further information for the poster printing website will be e-mailed to Presenting Authors of accepted abstracts in late-April. **Note**: Poster printing through our partner is not mandatory.

**Late Breaking Abstract Presenter Expenses/Meeting Registration Fee**

- 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).

  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 until **April 27, 2017**.
Step-by-Step Late Breaking Abstract Submission Instructions

Note: For Technical Support please contact cOASIS Helpdesk at oasis@support.ctimeetingtech.com or 217-398-1792 between the hours of 7:00 a.m. and 6:00 p.m. (CST) Monday through Friday.

- **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 to create your abstract.

- **Terms of Use Agreement:** Read the Terms of Use Agreement thoroughly and click on the check box next to each statement to agree. **Note:** You must agree to each statement 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. **If copying and pasting your title into the text box, you must paste your title as plain text to avoid errors.**

  Example: Development and Validation of a Prediction Model for Type 2 Diabetes in Japan

  Use capital and lower case letters, as appropriate, for abbreviations in the title (i.e., mRNA).

  - **Do not** use all UPPERCASE characters.

  - **Do not** italicize the entire title.

  - **Do not** include a period at the end of the title.

  - **Do not** include the data conclusion in the title.

- **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. **Note:** The Scientific Sessions Meeting Planning Committee reserves the right to move an abstract to a different abstract category, if appropriate, without notifying the author(s).

- **Author Information:** Author information will be published as it is entered. All authors’ names and institutions should be carefully reviewed for accuracy. Additions or deletions of author names are not permitted after the submission deadline.
Verify the author information that has been pre-populated from your account profile and complete the additional required fields.

- **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. 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.

  - If you do not see the manufacturer/provider listed in the drop-down menu, click Add next to the appropriate relationship and type the company name into the blank field. **Do not** list multiple company names in a single field. Click Add to generate a new field.

  - If you do not have anything to disclose, click on the box that states “Disclosed No Conflict of Interest.”

- **Adding Additional Authors/Study Group:**

  - 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.

  - 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 authors in the study group field. You must fill out all contact and disclosure information for each author.

- **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:** All correspondence regarding abstracts will be sent to the presenting author ONLY.

- **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:**

  - **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 it in the provided text box. **Spell out the full name of the grant provider.**

  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 for additional guidelines.

- **Create or Edit Table**: Simple tables may be included if they fit within the size constraints of the submission system. 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. Upload black and white images only. For optimum publishing quality, images **must be** high resolution JPEG files. The minimum resolution required is 600 dpi. **Note**: It is important to upload an image with enough detail to be acceptable for print. Only submitted JPEG images will be displayed.

- **Keyword(s)**: This information will be used to create a subject index. Select keywords using the dropdown list. Select a maximum of two (2) keywords. A minimum of one (1) keyword is required.

- **Payment**: A non-refundable processing fee of $130.00 (USD) must be paid for each Late Breaking Abstract submitted. All payments must be received by **Monday, March 13, 2017 at 5:00 p.m. EDT** for a complete submission and to be considered for inclusion in the 77th Scientific Sessions program. **Note**: You must complete all fields on the Payment page and click the **Save and Continue** button to complete the submission process. **Payment will be processed once you click Save and Continue.**

- **Review my Work**: Please confirm that the status of your abstract says **COMPLETE** before the submission deadline of **Monday, March 13, 2017 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 13, 2017 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 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 **April 12, 2017** for the abstract to be included in the program.

- **Create a New Late Breaking Abstract Submission**: Click on the **Home** icon in the upper right hand corner of the submission site to begin a new abstract submission.