American Diabetes Association Scientific Sessions
Late Breaking Abstract Submission Guidelines

Table of Contents

Key Dates ........................................................................................................................................ Page 2
Late Breaking Abstract Submission Requirements ......................................................................... Page 2
New this Year! Online Disclosure Collection System ............................................................... Page 3
Character Count and Writing Standards .................................................................................... Pages 3-4
Embargo Policy .......................................................................................................................... Pages 4-5
Late Breaking Abstract Selection Process .................................................................................. Pages 5-6
Late Breaking Abstract Publication, Revisions, and Withdrawals ........................................... Page 6
Program Information ..................................................................................................................... Page 6
Late Breaking Abstract Presenter Expenses/Meeting Registration Fee ........................................ Page 7
Step-by-Step Disclosure Entry Instructions ................................................................................ Pages 8-9
Step-by-Step Late Breaking Abstract Submission Instructions .................................................... Pages 10-13
Key Dates for the 78th Scientific Sessions Late Breaking Abstract Program

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday, February 1, 2018</td>
<td>Late Breaking Abstract submission opens.</td>
</tr>
<tr>
<td>Monday, March 12, 2018 (5:00 p.m. EDT)</td>
<td>Late Breaking Abstract submission closes.</td>
</tr>
<tr>
<td>Early-April, 2018</td>
<td>Acceptance status and Copyright Transfer Agreement notifications emailed to Presenting Authors.</td>
</tr>
<tr>
<td>Wednesday, April 11, 2018</td>
<td>Late Breaking Abstract withdrawal deadline.</td>
</tr>
<tr>
<td>Wednesday, April 11, 2018</td>
<td>Copyright Transfer Agreement must be completed by Presenting Author.</td>
</tr>
<tr>
<td>Friday, June 22, 2018</td>
<td>78th 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 78th Scientific Sessions must be submitted online via the official abstract submission site, [http://www.call4abstracts.com/ada/](http://www.call4abstracts.com/ada/). 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 12, 2018, 5:00 p.m. EDT. Submission fees will not be refunded if the abstract is deleted, not accepted, or withdrawn.

- **Prior Presentation and/or Publication**: An abstract is not eligible for submission if it has been presented at another national or international meeting, or if it will be published prior to the 78th Scientific Sessions, June 22-26, 2018. Failure to notify the Association of such publication or presentation will result in a moratorium on the submission of abstracts from those authors 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 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 12, 2018, 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.
**New this Year! Online Disclosure Collection System**

To simplify the disclosure collection process, the Association has implemented a new Online Disclosure System for the Scientific Sessions. Using this new, timesaving system, participants will now enter their disclosures only *once* per year. This eliminates the need to re-enter disclosures for authors who are listed on more than one abstract or participating in another activity during the meeting (i.e., abstract reviewers, invited speakers, etc.).

Abstract authors are now responsible for entering their own disclosures into the disclosure system instead of the submitter entering them through the abstract submission site. The abstract submission site will not allow an author to be added to a submission until they have a disclosure record on file.

- Submitters may download an [author disclosure entry email template](#). This template, containing step-by-step disclosure entry instructions, can be sent to authors to notify them that they must enter their disclosure record before they can be added to an abstract submission.

Entering a disclosure record does not automatically add an author to an abstract submission. Once an author has entered and finalized their disclosure, they must provide the first name, last name, and e-mail address used for their disclosure account to the person who will submit the abstract. Submitters will use these fields to search the disclosure database through the abstract submission site. Once an author is located in the disclosure database, the submitter can then add the author to the abstract.

A disclosure record is required even if an author does not have any relationships to disclose. Those with nothing to disclose must enter the Disclosure System, designate that neither they nor their spouse/partner have a conflict of interest, and finalize their disclosure record.

**Note:** Authors who were listed on an abstract submission during this year’s regular abstract submission period will already have an account in the Online Disclosure System. Those authors do not need to create a new account or re-enter their disclosure record. Authors with an existing finalized disclosure record may log in to their account to review their disclosure record and/or make any necessary changes.

See the [Step-by-Step Disclosure Entry Instructions](#) section for instructions on how to use the Disclosure System.

**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 tables and/or images. Each table or image counts as 500 characters.

- **Abstract Body:** Make abstracts as informative as possible. 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. 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 abbreviation.

• Do not begin sentences with numerals.

• 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.

**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 78th 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, 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 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 2018 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 if it will be published prior to the 78th Scientific Sessions, June 22-26, 2018. Failure to notify the Association of such publication or presentation will result in a moratorium on the submission of abstracts from those authors 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 Date and Time:

Abstracts selected for Oral Presentation, Poster Presentation, and Published Only are embargoed from the time of submission until 11:00 a.m. Eastern time, Friday, June 22, 2018. The Association reserves the right to adjust the embargo as needed.

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 date/time 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, (3) not selected. Late Breaking Abstracts selected for Oral Presentation and Poster Presentation will be published in the 78th 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 2018.

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

• **Publication:** Submission of a Late Breaking Abstract grants ADA the rights to publish the abstract in the 78th 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 12 2018, at 5:00 p.m. EDT. No modifications will be allowed after the submission deadline.

• **Withdrawals:** Late Breaking Abstracts must be withdrawn no later than Wednesday, April 11, 2018 or they will be printed in the Late Breaking Handout. To withdraw a Late Breaking 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. 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). Join/renew membership to receive member rates.

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 May 10, 2018.
Step-by-Step Disclosure Entry Instructions

  - If you created an account in the Disclosure System during the regular abstract submission period, login with the username and password you set at that time or request a password reminder. You do not need to create a new account or another disclosure record.
  - If you are a first time user, create a new user account by selecting the “Create a Login” link. Once you have entered your information into the required fields, click the “Register” button to save your information.

• Enter your Username and Password and click on the “Login” button to enter the Disclosure System.

• Review/update your contact information using the “My Contact Info” tab in the navigation bar.

• To enter your disclosure, select the “ADA Disclosure” tab above in the navigation bar.

• If you currently do not have a disclosure available, click the “Create New Disclosure” button.

• If you have a disclosure available, click the “Edit/Update Disclosure” button to update your disclosure, or if the disclosure has been finalized click the “Preview Disclosure” button to view the current disclosure information.

• Read the Instructions and click the "Continue" button or select "Disclosure Form" from the left-hand menu to continue.

• Check the "Neither I nor my spouse/partner have a conflict of interest" option if you have no commercial interests to disclose and click the “Save & Continue” button.

• Check the "I and/or my spouse/partner have a conflict of interest" option if you have commercial interests to disclose.
  - Enter all financial relationships with any manufacturer(s) or provider(s) involved in diabetes management and treatment or its complications with which you, your spouse, or partner have or have had a relationship in the past 12 months.
  - If you have more than one relationship type with a manufacturer/provider, please enter it on a separate line.
  - 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.
  - If the manufacturer/provider is not listed, select “Other Company” from the drop-down menu and type the name in the “Other Company” box.
  - Save your disclosure by clicking the "Save" button located at the bottom of the page. This button secures your current responses so you may log-off and return at a later time.
  - Verify and confirm the accuracy of your disclosure by clicking the "Save & Continue" button at the bottom of the page.
• To finalize your disclosure, click the "Finalize and Submit to ADA" button at the top or bottom of the page. Print the final preview for your records.

Abstract Submitters
Once you have entered and finalized your disclosure, a link titled “78th Scientific Sessions” will appear in the navigation bar and allow access to the abstract submission site. If you do not intend to be listed as an author on the submission, you will be able to remove your name from the author list once you have entered the submission site. The link to the submission site will not appear until you have finalized your disclosure.

Abstract Authors
Once you have entered and finalized your disclosure, you may log out. Provide the first name, last name, and e-mail address used for your disclosure account to the person who will submit the abstract. The submitter will use these fields to search the disclosure database through the abstract submission site. Once your name is located in the disclosure database, the submitter will be able to add you to the author list.
Step-by-Step Late Breaking Abstract Submission Instructions

- Access the abstract submission site through http://www.call4abstracts.com/ada/.
  - If you created an account in the Disclosure System during the regular abstract submission period, login with the username and password you set at that time or request a password reminder. You do not need to create a new account or another disclosure record.
  - If you have not yet created an account in the Disclosure System, you must complete the Step-by-Step Disclosure Entry Instructions before you will have access to the submission site.
- Once you have finalized your disclosure, a “78th Scientific Sessions” link will appear in the navigation bar under the Submission tab allowing access to the abstract submission site. Note: This link will not appear until you have finalized your disclosure.
- 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. You must agree to each statement to continue.
- Abstract Title: The title should be brief, clearly indicating the nature of the investigation. Please 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.
- Author Information: The submission site will not allow an author to be added to a submission until they have a disclosure record on file. All abstract authors must go to http://www.call4abstracts.com/ada/ and follow the Step-by-Step Disclosure Entry Instructions to enter their disclosure.
  - Submitters may download an author disclosure entry email template, containing step-by-step disclosure entry instructions. This template can be sent to authors to notify them that they must enter their disclosure record before they can be added to an abstract submission.
  Once an author has entered and finalized their disclosure, they must provide the first name, last name, and email address used for their disclosure account to the person who will submit the
abstract. Submitters will use these fields to search for and add authors to submissions. The information the author entered into their disclosure record will sync to the submission.

A disclosure record is required even if an author does not have any relationships to disclose. Those with nothing to disclose must enter the Disclosure System, designate that neither they nor their spouse/partner have a conflict of interest, and finalize their disclosure record.

- **Adding Authors:** Select the “Add Author” button to add another author to the abstract. Search the Disclosure System for an author. 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:**
  o Special characters within a name are not always recognized. Please use the American spelling.
  o Please ensure that no excess spacing is entered.
  o The Disclosure 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.
  o If the author is not found by their last name, you may perform a wildcard search of the Last Name field. Search using * with either a letter or a string of letters from the last name before or after it. This will give all results similar to that pattern.

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. Author names added in this area will be removed from the submission.

- **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 Presenting Author per abstract. 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.

- **Disclosure Information:** All abstract authors must have a Current disclosure status.
  o If **Current** appears next to the name of the author nothing further is needed to confirm their disclosure information.
  o If **Not Current** 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 the submission deadline, Monday, March 12, 2018 5:00 PM EDT.
• **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 yes, provide the ADA grant reference number for the award.

  Example: 7-13-BS-123

  o **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. Tables may also be uploaded as JPEG image files.

• **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.

  o **Do not** upload non-image files such as PDF or Word documents. These will not correctly display in your abstract.

• **Keyword(s):** This information will be used to create a subject index. Select keywords using the dropdown list. Select a maximum of two keywords. A minimum of one 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 12, 2018 at 5:00 p.m. EDT for a complete submission and to be considered for inclusion in the 78th Scientific Sessions program.

  You must fill out 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 12, 2018, at 5:00 p.m. EDT. If 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 edits to your abstract until Monday, March 12, 2018, at 5:00 p.m. EDT. **Editing will not be permitted after the submission deadline.**

  o 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 Wednesday, April 11, 2018 for the abstract to be included in the program.

• **Create 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.

**Technical Support**
Please contact cOASIS Helpdesk at diabetes@support.ctimeetingtech.com or 217-398-1792 between the hours of 7:00 a.m. and 6:00 p.m. (CT) Monday through Friday.

For questions regarding abstract submission, please contact abstracts@diabetes.org.