American Diabetes Association Scientific Sessions
Abstract Submission Guidelines

Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Key Dates</td>
<td>Page 2</td>
</tr>
<tr>
<td>Abstract Submission Requirements</td>
<td>Page 2</td>
</tr>
<tr>
<td>Scientific Sessions Disclosure System</td>
<td>Page 3</td>
</tr>
<tr>
<td>Character Count and Writing Standards</td>
<td>Pages 3-4</td>
</tr>
<tr>
<td>Embargo Policy</td>
<td>Pages 4-5</td>
</tr>
<tr>
<td>Abstract Selection Process</td>
<td>Page 6</td>
</tr>
<tr>
<td>Abstract Publication, Revisions, and Withdrawals</td>
<td>Page 6</td>
</tr>
<tr>
<td>Program Information</td>
<td>Pages 6-7</td>
</tr>
<tr>
<td>Abstract Presenter Expenses/Meeting Registration Fee</td>
<td>Page 7</td>
</tr>
<tr>
<td>Travel Grants</td>
<td>Page 7</td>
</tr>
<tr>
<td>Step-by-Step Disclosure Entry Instructions</td>
<td>Pages 8-9</td>
</tr>
<tr>
<td>Step-by-Step Abstract Submission Instructions</td>
<td>Pages 10-13</td>
</tr>
</tbody>
</table>
**Key Dates for the 79th Scientific Sessions Abstract Program**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, October 1, 2018</td>
<td>Abstract submission opens</td>
</tr>
<tr>
<td>Monday, January 7, 2019 (5:00 p.m. ET)</td>
<td>Abstract submission deadline</td>
</tr>
<tr>
<td>Early March, 2019</td>
<td>Acceptance status and Copyright Transfer Agreement notifications emailed to presenting authors</td>
</tr>
<tr>
<td>Wednesday, March 6, 2019</td>
<td>Abstract withdrawal deadline</td>
</tr>
<tr>
<td>Wednesday, March 6, 2019</td>
<td>Copyright Transfer Agreement must be completed by presenting author</td>
</tr>
<tr>
<td>June 7-11, 2019</td>
<td>79th Scientific Sessions</td>
</tr>
</tbody>
</table>

**Abstract Submission Requirements**

- Abstracts for the American Diabetes Association’s 79th Scientific Sessions must be submitted online via [https://www.call4abstracts.com/diabetes/](https://www.call4abstracts.com/diabetes/). Emails and word processing files submitted outside the abstract submission site will not be accepted.

- A **non-refundable** processing fee of $85.00 (USD) must be paid for each 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. **Submission fees will not be refunded if the abstract is deleted, not accepted, or withdrawn.**

- 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 79th Scientific Sessions, June 7-11, 2019. 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.

- 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 January 7, 2019, 5:00 p.m. ET, or the abstract will not be considered for the Scientific Sessions program. Extensions will not be granted.
**Scientific Sessions Disclosure System**

This time-saving system eliminates the process of re-entering contact information and disclosures for authors listed on more than one abstract. Abstract authors are responsible for entering their contact information and disclosures into the Disclosure System at [https://www.call4abstracts.com/diabetes/once](https://www.call4abstracts.com/diabetes/once) per Scientific Sessions year.

Authors who participated in the 2018 Scientific Sessions as an abstract author, abstract reviewer, or invited speaker will have an existing account. Those authors must log into the Disclosure System and finalize their information for the 2019 Scientific Sessions *BEFORE* their name is added to an author list. This order will ensure current contact information is added to the submission.

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

Submitters are responsible for confirming all authors are added to the submission and have a Current Disclosure Status before the January 7, 2019, 5:00 p.m. ET deadline. Additional authors will not be added after the deadline has passed.

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

**Character Count and Writing Standards**

- 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.

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

- **Do not** begin sentences with numerals.

- **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.

- Use generic drug names. If it is necessary to use a trade name, then those of several companies must be used.

- Abstracts are limited to 1,800 characters not including spaces. The character count includes the abstract title, abstract body, tables, and any images.

- Abstracts can have a maximum of two tables and/or images. Each table or image counts as 500 characters.
• Proofread abstracts carefully to avoid errors. No modifications will be allowed after the January 7, 2019, 5:00 p.m. 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.

**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) 79th 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, abstracts available online via the ADA’s 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 79th Scientific Sessions, with a two-year ban on returning.

**Prior Publication:**

If the accepted abstract is also submitted as a manuscript for publication, authors are responsible for coordinating a publication date that abides by the ADA’s embargo policy. If publication occurs online or in print before the specific embargo date and time set by the ADA, the abstract must be withdrawn. Please notify the ADA via email at abstracts@diabetes.org.

**Specific Embargo Dates and Times:**

*Oral Presentations:*
Abstracts selected for oral presentation are embargoed from the time of submission until conclusion of the presentation at the 79th 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 Saturday, June 8, 2019 at 10:00 a.m. PT.

**Published Only:**
Abstracts selected for Published Only are embargoed from the time of submission until Friday, June 7, 2019 at 11:30 a.m. PT.

*Abstracts included in the ADA’s official 79th Scientific Sessions Press Program are embargoed from the time of submission until conclusion of the News Briefing in which the research is presented or until
Conclusion of the presentation at the 79th Scientific Sessions, whichever is first. Authors will be notified directly if their study has been selected for presentation in an ADA News Briefing and the specific embargo details for their study will be provided. Please contact the ADA Press Office if you have any questions at SciSessionsPress@diabetes.org.

Abstract Availability: Embargoed text of abstracts will be made available online on Tuesday, June 4, at 5:00 p.m. ET. Note: The abstract embargo still applies; however, abstracts are made available to attendees to assist in creating their itineraries for the meeting.

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 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, Vice President, Scientific & Medical Communications, mkirkwood@diabetes.org.
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. 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 in the 79th Scientific Sessions Abstract Book, the June 2019 supplement to the journal Diabetes®. Abstracts selected as Published Only will not be presented at the 79th Scientific Sessions.

- Abstract acceptance status will be sent via email to the designated presenting author in early March. Make sure their email settings will allow correspondence from abstracts@diabetes.org.

Abstract Publication, Revisions, and Withdrawals

- Submission of an abstract grants ADA the rights to publish the abstract in the journal Diabetes® or in other publications produced by ADA. All abstracts accepted for the Scientific Sessions will be published in the Abstract Book, unless withdrawn by the withdrawal deadline.

- Abstracts may be revised online until January 7, 2019, 5:00 p.m. ET. No modifications will be allowed after the submission deadline.

- Abstracts must be withdrawn no later than March 6, 2019, or they will be printed in the Abstract Book. To withdraw an abstract, the presenting author must complete an 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

- 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.

  - 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 late April. Note: Poster printing through our partner is not mandatory.

- Moderated Poster Discussions: Poster presenters will share their research and highlight novel or recent advancements in five-minute question and answer discussions with session moderators as audience members listen in. Those accepted for a moderated poster discussion will receive their
presentation details (date/time) in their acceptance letter. The moderated poster discussion presentation is in addition to the regularly scheduled General Poster Session presentation for that abstract.

- **ePoster Theaters**: Due to the popularity of the moderated poster discussions, select sessions will be presented in ePoster Theaters. The ePoster Theaters accommodate larger crowds and make for a much more comfortable and enjoyable learning experience.

### 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 is not accepted for presentation, you may request a refund of your registration fee, less a $50.00 (USD) administrative fee until **April 25, 2019**.

### Travel Grants

The ADA offers a limited number of travel grants, in the amount of $1,000 (USD), to eligible, early-career investigators whose abstracts are accepted for presentation. Travel Grant applications will be sent through email notification to the presenting author of abstracts accepted for oral or poster presentation in early March. An applicant must be the presenting author to apply for a travel grant. **Note**: Those who have received a travel grant from the ADA within the past two years (2018 or 2017) are **not** eligible.
Step-by-Step Disclosure Entry Instructions

• Access the Disclosure System at https://www.call4abstracts.com/diabetes/.
  o If you are a returning user, login with your email address or follow the “Forgot your username or password” steps to retrieve your login information. Emails will be sent from abstracts@diabetes.org. Make sure your email settings will allow correspondence from this email address.
  o 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.
  o If you have not done so already, click the check box to provide consent to having CTI Meeting Technology collect your personal information (name, degrees, institution, email, and other information as required) for the purposes of collecting your disclosure form and sharing this information with the American Diabetes Association. CTI Meeting Technology and the American Diabetes Association will only use and store your information for the stated purpose of this submission and in accordance with their respective privacy policies which can be found at CTI Privacy Policy and ADA Privacy Policy.

• To enter your disclosure, select the "ADA Disclosure" tab above in the navigation bar.
  o If you currently do not have a disclosure available, click the “Create New Disclosure” button.
  o If you have a disclosure available, click the "Edit/Update Disclosure" button to update your disclosure.
  o 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 “Within the past 12 months, I and/or my spouse/partner have had NO financial relationships with any commercial interests, manufacturers, and/or proprietary entities” option if you have no financial relationships to disclose and click the "Save & Continue" button.

• Check the “Within the past 12 months, I and/or my spouse/partner have had financial relationships with commercial interests, manufacturers, and/or proprietary entities” option if you have financial relationships to disclose.
  o 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, 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.

- Once you have entered your information click the "Save & Continue" button. **You must continue to the next step to finalize your record.**

- To finalize your disclosure, click the "Finalize and Submit to ADA" button at the top or bottom of the page.

**Abstract Submitters**

Once you have finalized your disclosure, a “79th Scientific Sessions” link will appear in the navigation bar allowing 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 record.**

**Abstract Authors**

Once you have finalized your disclosure, 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 disclosure database to sync your information to the abstract submission.
Step-by-Step Abstract Submission Instructions

• Access the abstract submission site through https://www.call4abstracts.com/diabetes/.
  o 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.
  o If you are a returning user, login with your email address or follow the “Forgot your username or password” steps to retrieve your login information. Emails will be sent from abstracts@diabetes.org. Make sure your email settings will allow correspondence from this email address.

• Once you have finalized your disclosure, a “79th Scientific Sessions” link will appear in the navigation bar 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. Use the following formatting guidelines:
  o Enter your title in Title Case.
  o Do not use all UPPERCASE characters.
  o Do not italicize the entire title.
  o 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 below. 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 Disclosure System. Authors are responsible for entering their contact information and disclosures into the Disclosure System at https://www.call4abstracts.com/diabetes/ once per
Authors who participated in the 2018 Scientific Sessions as an abstract author, abstract reviewer, or invited speaker will have an existing account. Those authors must log into the Disclosure System and finalize their information for the 2019 Scientific Sessions **BEFORE** you add their name to the author list. This order will ensure current contact information is added to the submission. If an author makes a necessary update to their contact information in the Disclosure System 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 contact information.

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

- 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 Disclosure 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 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.
- If the author is not found by their last name, you may perform a wildcard search of the Last Name field. Search using an * 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:** 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** 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 deadline, January 7, 2019, 5:00 p.m. 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 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.

**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 tables and/or images. Each table or image counts as 500 characters. **Do not** combine two tables or images into one upload.
- Tables must be uploaded as image files.
- Uploads **must be** black-and-white high-resolution jpeg files. Do not upload PDF or Word documents.
- Maximum width is 3.125 inches with no extra space around the table or image.
- Images that are line art only (a diagram or graph with no gray tints) should have a resolution of 1200 dpi.
- Images that are diagrams or graphs containing gray tints, or are photographs or radiographs, should have a resolution of 600 dpi.
- **Note:** You can test your table or image for legibility while meeting these specifications by printing it out using a high-resolution printer; check that any text is still large enough to read.

**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 $85 (USD) must be paid for each abstract submitted to the American Diabetes Association. 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 to complete the submission process. 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.**

  o 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.

• **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 March. 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 March 6, 2019, 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.

**Technical Support**

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 policies, contact abstracts@diabetes.org.

For additional Scientific Sessions information, visit scientificsessions.diabetes.org.