

Academic Poster Presentations Information and Abstract Submission Guidelines

The Pulmonary Fibrosis Foundation (PFF) invites you to submit an abstract of your scientific research for a poster presentation at the PFF Summit 2019. The call for abstracts will open on June 10, 2019, and will close on August 16, 2019. Abstracts will be peer-reviewed by a panel from the PFF Research Review Committee (RRC). Accepted abstract authors will be notified of the Committee's decision by September 20, 2019. **Please note that you must be registered for the conference in order to be considered for poster presentation.**

Subject matter deemed appropriate for poster presentation at the PFF Summit 2019 include original ideas that will help improve the understanding of pulmonary fibrosis in the following areas:

- Basic Research
- Translational Research
- Clinical Research
- Social Science/Quality of Life Research

Poster presentations will take place on Thursday, November 7, from 5:00 p.m. to 8:00 p.m. in conjunction with the Welcome Reception. Presenting authors are expected to be present at their posters between 5:00 p.m. and 7:00 p.m. Posters will be evaluated by a panel from the RRC, and the top five poster presenters will be recognized at the Networking Dinner on Friday, November 8, 2019.

The top three poster presenters will also be selected to discuss their research during one of the individual HCP sessions on Friday, November 8 or Saturday, November 9. Each presentation will kick off a scientific session and should last 15 minutes in total (10 minutes of content with five minutes of Q&A).

POSTER AND TRAVEL AWARDS will be granted to the top five presenting authors (or their designees).

- First place: \$1,500 and travel award
- Second place: \$1,000 and travel award
- Third place: \$500 and travel award
- Honorable Mentions (2): travel award

TRAVEL AWARDS will be given as a reimbursement. Maximum reimbursable expenses are:

- Hotel: two nights at the JW Marriott San Antonio Hill County Resort
- Airfare: \$500 domestic/\$1,000 international
- Ground: \$100

ABSTRACT SUBMISSION GUIDELINES

SUBMISSION/DEADLINE: Abstracts must be submitted through proposalCENTRAL at <https://proposalcentral.com>. The PFF does not accept abstract submission via any other format. The deadline is August 16, 2019 at 5:00 pm Eastern Time. Presenting authors of each abstract will be notified if the abstract has been accepted or rejected for poster presentation by September 20, 2019. Questions may be directed to Zoë Bubany at zbubany@pulmonaryfibrosis.org.

Note: Abstracts must be submitted for poster presentation only. No audiovisual equipment is permitted for poster presentations.

CO-AUTHORS: All co-author names must be provided through proposalCENTRAL and have knowledge of the submission. Co-author signatures are not required.

FORMAT: Online form through proposalCENTRAL.

LENGTH / TABLES / FIGURES: Word maximum is 350; word minimum is 50. Anything over the maximum word count will be truncated during the review process and therefore will appear incomplete. Tables/figures are permitted (Word count includes abstract body text only and does not include title, author information, institutions, spaces, tables, or images). A separate document for tables and images may be uploaded separately.

ACCURACY: The presenting author assumes responsibility for accuracy.

ABBREVIATIONS: Spell out the first mention of abbreviated words followed by the abbreviation in parentheses.

STRUCTURE: Abstract structure must be as follows:

- Title
- Objectives – context, hypotheses, or predictions
- Methods – subjects, study site, and protocol
- Results – including graphs, etc.
- Conclusions

NOTE: Acknowledgments, references, tables and charts may be uploaded as a separate document.

DISCLOSURE: As an abstract author you are required to disclose any financial relationship with commercial and non-commercial entities, including tobacco entities. Indicate the type of relationship you are disclosing according to the categories below. Only include those categories for which you have a disclosure to report. If you have no conflict, please indicate that by checking the box on the disclosure form.

- Employment by commercial entity(ies)
- Consultancy(ies)
- Board or advisory board membership
- Lecture fees paid by a commercial entity (honoraria)
- Expert witness
- Industry-sponsored grants (received or pending) including contracted research
- Patents (received or pending)
- Royalties from a commercial entity
- Stock ownership or options
- Other personal financial interests

Research funding sources must be disclosed. If you have no funding source(s) please indicate “none.”

Please note that ownership of abstracts and posters remains with the author(s).

Simultaneous submission of abstracts and posters to other organizations/meetings is permitted, as are encore abstracts that have been presented at another meeting, so long as the topic has not been published.

CORRECTIONS/ WITHDRAWALS

CORRECTIONS: Corrections may be made to submitted abstracts prior to the submission deadline through proposalCENTRAL. If you need to make a correction after the deadline, you will need to contact the PFF to ask for your application to be un-submitted first. This is only available within the first 5 days after the submission deadline.

WITHDRAWALS: Withdrawals may be made to abstracts already submitted prior to the submission deadline through proposalCENTRAL. After the submission deadline, withdrawals may be made up until October 25, 2019.

ABSTRACT REVIEW

Abstracts will be reviewed by a panel from the PFF Research Review Committee (RRC). The RRC reserves the right to reject abstracts not fulfilling submission criteria, including the absence of conference registration. All RRC decisions regarding abstract acceptance are final.

POSTER PRESENTATION

The submitting author of an accepted poster will be expected to present their study at the Poster Presentations on Thursday, November 7. If the submitting author names a designee presenter, the PFF must be notified via email to Zoë Bubany at zbubany@pulmonaryfibrosis.org by no later than October 25, 2019. **Please note that the presenter must be registered for the PFF Summit 2019.** Poster presentation guidelines and specifications will be communicated at acceptance and can be found at pulmonaryfibrosis.org/posters.

EMAIL NOTIFICATION

The submitting author of each abstract will be notified if the abstract has been accepted for poster presentation by September 20, 2019. Poster presentation guidelines and specifications will be sent with the notifying email and can be found at pulmonaryfibrosis.org/posters.