

## Industry Poster Presentations Information and Abstract Submission Guidelines

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The Pulmonary Fibrosis Foundation (PFF) is pleased to invite pharmaceutical companies to participate in the PFF Summit 2019 by displaying and presenting posters of recent investigations. Abstracts from pharmaceutical companies will not be subject to peer review; space is limited and will be reserved on a first-come, first-serve basis. Pharmaceutical posters will be displayed in an area separate from the conference sessions in accordance with ACCME guidelines. The call for abstracts will open on June 10, 2019, and will close on August 16, 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

### PRESENTATION AND RECOGNITION

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. Industry posters are exempt from scoring and will not be considered for awards.

### 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](mailto: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. **Please note that ownership/copyright 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

Industry abstracts are not subject to peer review; space is limited and will be allotted on a first-come, first-serve basis.

Industry posters are limited to one per company; additional abstracts by a single company will be considered as space permits.

The PFF and its Research Review Committee reserve the right to reject requests as deemed necessary, including the absence of conference registration.

## 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](mailto: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](http://pulmonaryfibrosis.org/posters).

## EMAIL NOTIFICATION

Space allotted will be confirmed via email to the submitted author by September 20, 2019. Poster presentation guidelines and specifications will be sent with the notifying email and can be found at [pulmonaryfibrosis.org/posters](http://pulmonaryfibrosis.org/posters).