

Poster Presentations – Abstract Submission Guidelines: PFF Summit 2023

OVERVIEW: The Pulmonary Fibrosis Foundation (PFF) invites you to submit an abstract of your scientific research for a poster presentation at the PFF Summit 2023 at the JW Marriott Grande Lakes Resort in Orlando, Florida. As a poster presenter, you will be required to be at your poster from 5:00 pm – 7:00 pm ET. We will also feature an awards ceremony at just after 7:00 pm to announce winners from the academic abstracts.

The call for abstracts will open on June 15, 2023, and will close on September 1, 2023. **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 2023 include original ideas that will help improve the understanding of pulmonary fibrosis in the following areas:

- Basic Research
- Translational Research
- Clinical Research
- Epidemiological Research
- Health Services Research

For information about the PFF Summit 2023, please visit:

<https://www.pulmonaryfibrosis.org/get-involved/pff-summit-2023-welcome/the-conference>

SUBMISSION / DEADLINE: Abstracts must be submitted through ProposalCentral at <https://proposalcentral.com>. We do not accept submission by any other format. The deadline is September 1, 2023 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 22, 2023. 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. QR codes *are* permitted.

CO-AUTHORS: All co-author names must be provided in your Abstract 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.

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 as “other”.

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, images, chart, graphs, etc. may be uploaded as a separate document as “other”.

DISCLOSURE (for academic abstracts only): 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.

- 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/copyright of abstracts and posters remains with the author(s).

Simultaneous submissions 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.

The PFF does not publish abstracts anywhere, whether in print or online.

ProposalCentral INSTRUCTIONS:

1. From the main page of ProposalCentral (<https://proposalcentral.com>), enter your user name and password at the left portion of the page in the section titled “Applicant Login.” If you do not yet have a user name, please click “CREATE ONE NOW!” at the bottom of the login section. This section is located at the left-hand side of the page.
2. The first page after login will show multiple tabs at the top right of the page. Click on the gray tab titled “Grant Opportunities” at the far right-hand side.
3. You may find Pulmonary Fibrosis Foundation in two ways: 1) click “Filter List by Grant Maker” or 2) type “Pulmonary Fibrosis Foundation” in the search bar on the right side of the page.
4. Once you locate “Summit Call for Abstracts”, there are three active links on which you can click. Click the button titled “Apply Now” located at the far right-hand side of the page (NOTE: If you click on the link for “Pulmonary Fibrosis Foundation” it will take you to the PFF website. If you click on the link for “Grants Administrator” it will start an email to the PFF and if you click “Summit Call for Abstracts” it will take you to these guidelines.).
5. Sections 1 through 11 of the application are required. *Please make sure to click “Save” after entering any information into each section.* If you do not perform this step, the information you entered will be lost once you navigate away from that section. **NOTE: the PFF does accept electronic or digital signatures.**

For additional questions about the application requirements, please contact Zoë Bubany at zbubany@pulmonaryfibrosis.org. For technical questions or issues with ProposalCentral, please contact ProposalCentral support at 800.875.2562 or pcsupport@altum.com. Their hours of operation are Monday – Friday, 8:30 am – 5:00 pm ET.

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 10 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 27, 2023.

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 9, 2023. If the submitting author names a designee presenter, the PFF must be notified via email to Zoe Bubany at zbubany@pulmonaryfibrosis.org by no later than October 20, 2023. *Please note that the presenter must be registered for the PFF Summit 2023.* Poster presentation guidelines and specifications will be communicated at acceptance and can be found at <https://www.pulmonaryfibrosis.org/get-involved/pff-summit-2023-welcome/the-conference>

NOTIFICATION

The submitting author of each abstract will be notified via email if the abstract has been accepted for poster presentation by September 22, 2023. ProposalCentral will also be updated with an approval or rejected status.

Poster presentation guidelines and specifications will be sent with the notifying email and will updated on our Summit website: <https://www.pulmonaryfibrosis.org/get-involved/pff-summit-2023-welcome/the-conference>