

INSTRUCTIONS FOR ABSTRACT SUBMISSION

Target Audience

The American Transplant Congress is designed for physicians, surgeons, scientists, nurses, organ procurement personnel and pharmacists who are interested in the clinical and research aspects of solid organ and tissue transplantation. The meeting will provide the most current information in the field of transplant science.

Format

A variety of formats are planned that will encourage the exchange of new scientific and clinical information and support an interchange of opinions regarding care and management as well as socioeconomic, ethical and regulatory issues relevant to organ and tissue transplantation.

Scientific material will be presented through symposia, concurrent workshops, peer reviewed oral and poster presentations as well as small parallel workshops designed for in-depth exploration of both clinical and basic science topics.

Purpose

The purpose of the meeting is to:

- Review and evaluate the latest clinical and basic science advances in transplantation science, medicine and surgery;
- Investigate recent developments in transplant biology, immunology and organ preservation;
- Examine the broad but critical issues in transplantation, including social and policy issues.

Submitting an abstract to the American Transplant Congress means that it will be peer reviewed and may be accepted for either an oral or a poster presentation. All accepted abstracts will be published online in a Supplement to *The American Journal of Transplantation*, the Joint Journal of the American Society of Transplant Surgeons (ASTS) and American Society of Transplantation (AST). You may submit as many abstracts as you wish.

ABSTRACT NOTIFICATION

By mid February 2024, all submitters will receive notification of their submitted abstracts status for the meeting. If you do NOT receive an email notification regarding your abstract by mid February 2024, please send an email inquiry to program@atcmeeting.org.

Inquiries received before February 2024 will not receive a response. Inquiries received after this date will receive a prompt response. All presenters are expected to cover their own travel and lodging and pay the registration fees.

PREVIOUS PRESENTATION OF ABSTRACTS

Abstracts will be considered for presentation if they have **NOT** been previously published as an article at the **TIME OF SUBMISSION**.

ABSTRACT SUBMISSION LOG-IN

A submission fee of \$25 for ASTS and/or AST members (**first OR last author**) or \$50 for non-members is required to submit each abstract.

- In order to receive the ASTS/AST abstract submission member fee, you must log in to the ATC Program User Portal with the email associated with the **first or last authors membership account**.

Once you have logged in you will have the option to change the presenting author.

- **Please note the presenting author will be listed as the primary author and will receive all abstract communications.**

ABSTRACT POLICIES

1. **Abstract Preparation:** Abstracts must conform exactly to the instructions provided for electronic submission (by the American Transplant Congress). Abstracts must be submitted in English and all presentations will be in English.
2. **Publication:** Abstracts accepted for oral or poster presentation will be published online in a supplement to the *American Journal of Transplantation*, the Joint Journal of the American Society of Transplant Surgeons and the American Society of Transplantation. Abstracts not accepted for presentation will not be published. Abstracts and program will also be posted prior to the meeting on the American Transplant Congress website. Please check this for official publication date.
3. **Informed Consent:** Any studies involving human subjects must conform to the principles of the Declaration of Helsinki of the World Medical Association (Clinical Research 1966:14:103) and must meet all of the requirements governing informed consent of the country in which the study was performed. Any transplant procedures performed must meet with the prevailing ethical standards.
4. **Use of Animals:** All studies involving the use of animals must conform to the 1991 revision of "Guiding Principles in the Care and Use of Animals" (American Physiological Association).
5. **Employees of Commercial Interests:** ATC recognizes that employees of commercial interests are often involved in research and discovery and encourages these employees to submit abstracts to facilitate the flow of new information. In order to be compliant with the various continuing medical education regulatory bodies, abstracts submitted by employees of commercial interests should not include patient care recommendations. They should focus on the biology, physiology or physics and include content about the discovery process. Abstracts should avoid discussion of products, treatment, or diagnostics.
6. **Co-Author Approval:** Ensure that all co-authors approve of the abstract submission, publication, and potential presentation. Abstracts cannot be changed or withdrawn after December 11, 2023.
7. **Abstract Review:** Abstracts will be blinded for peer review. Authors should be cautious in using institutional references in the body of the abstract. Do not put author names and/or affiliations in the body. Abstracts which include reference to authors or institutions will not be reviewed.
8. **Awards:** American Transplant Congress will grant a number of travel awards to assist young investigators to attend the joint meeting. **The award is designed to help off set the expense to attend the meeting. Therefore, you must attend the meeting in order to receive the award. If you are selected for an award but do not attend the meeting, you will forfeit the monies of the award.** To be eligible for an award, an individual must be a trainee and as such must be within two (2) years completion of their training and/or fellowship, in a program in which either an ASTS or AST member is associated. Awardees will be selected from the pool of eligible applicants based upon the abstract's degree of excellence as determined by the Joint Planning Committee. To apply for these awards, check the appropriate checkboxes and complete the award forms in the submission program. **A supporting letter must be uploaded on the Questionnaire page of the Submission Program. This letter must be signed by the applicant's Training Program Director verifying that the award applicant is indeed a young investigator.** Authors will not be considered for a travel award if the required letter is not uploaded. The award applicant **MUST** be the presenting author. No exceptions will be made.
9. **Changes to Abstract:** You are able to edit your abstract until the submission deadline. After the submission deadline, only minor abstract changes (author or institution changes, disclosure, keyword or questionnaire updates) are allowed. The deadline for minor updates and all withdrawals is December 18, 2023. Any corrections, withdrawals and/or changes will not be accepted after this date. Please note: the submission fee is final and non-refundable regardless of abstract edits or withdrawal.
10. **Abstract Receipt Confirmation:** You will receive an email confirmation upon finalizing the submission of your abstract.
11. **Abstract Submission Fee:** A submission fee of \$25 for ASTS and/or AST members (**first OR last author**) or \$50 for non-members is required to submit each abstract. **This fee is required at the time of submission and is accepted by online credit card payment only.**
12. **Author Disclosure:** The submitting author is required to submit their disclosure.

13. Abstract Clinical Content Validation:

1. All the recommendations involving clinical medicine in an activity must be based on evidence that is accepted within the profession of medicine as adequate justification for their indications and contraindications in the care of patients.
2. All scientific research referred to, reported, or used in this activity in support or justification of a patient care recommendation must conform to the generally accepted standards of experimental design, data collection, and analysis.
3. Abstract content should not promote recommendations, treatment, or manners of practicing medicine that are not within the definition of CME or known to have risks or dangers that outweigh the benefits or known to be ineffective in the treatment of patients. Abstracts containing advocacy of unscientific modalities of diagnosis or therapy will not be considered.

ABSTRACT PREPARATION

1. **Abstract Layout:** Abstracts must conform exactly to the instructions provided for electronic submission (by the American Transplant Congress). Abstracts must be submitted in English and all presentations will be in English.
2. **Character Limit:** *The abstract character limit is 2,750 characters. This count includes characters in the following: Abstract Title, Abstract Structure, Authors/Institutions, Table (320 characters), and Figures (320 characters) and does NOT include spaces.*
3. **Abstract Style:** Please check your abstract carefully for typographical errors, misspellings, poor hyphenation, etc. No edits can be made to abstract text after the abstract is submitted. These errors will be glaringly apparent in the published abstract.
4. **Abstract Category Selection:** Abstract categories are used by the ATC Program Planning Committee to classify abstracts for review and organization of the final abstract program.
5. **Title:** The title should be brief, but long enough to clearly identify the nature of the study. Submit the Abstract Title in All Title Case.
6. **Authors:** Enter all abstract authors.
7. **Abstract Structure:** The body of the abstract should be organized as follows:
 1. A sentence stating the study's purpose.
 2. A brief description of methods.
 3. A summary of the results.
 4. A statement of conclusions reached. Do not state simply the "the results will be discussed."
8. **Abbreviations:** Abbreviations should conform to the Style Manual for Biological Journals (American Institute of Biological Sciences, 3900 Wisconsin Avenue, Washington, DC 20016). Avoid abbreviations in the abstract title. Place nonstandard abbreviations in parentheses after the full word the first time it appears. Use no more than three nonstandard abbreviations.
9. **Tables and Graphs:** Simple tables and graphs may be included if they fit within the size constraints of the electronic program. Follow the instructions in the program for submitting graphs and use the table formatting function for table preparation. **PLEASE NOTE: Images will appear smaller according to journal specifications. Please make sure that your image is simple enough to be readable when printed.**
10. **Drug Names:** Use product names (capitalized) only when necessary. Use chemically generic names wherever possible (lower case).
11. **Key Words:** Please provide four (4) key words, using the dropdown lists provided in the Keyword section of the online submission program.

ONLINE SUBMISSION NOTES

This section contains information to guide you through the online submission process. We recommend that you print this page and use it as a reference during this process.

- Click the buttons on the left side of the screen under "Submission Steps" and complete each section. Be sure to carefully follow the instructions within each section.
- Save your work by clicking Save Information. This does not submit your abstract for review. Be sure to save your work before logging off the site.
- You can log off at any time without submitting your abstract and return to continue your work at another time. **If you do not submit the abstract, it can be edited and revised online as many times as needed prior to the deadline.** If you give your username and password to another person, they will have access to edit all abstracts you have not submitted for review.
- Verify that your abstract is correct by clicking Preview Abstract.
- Click on Submit Your Abstract, but ONLY when you are sure that your abstract is complete and in final form.
- Print out and proofread the abstract preview to verify that it is correct before completing the submission process. REMEMBER: Once you complete the submission process, an additional \$25.00 fee will be required to make any changes.
- Payment of the \$25.00 for ASTS/AST members and \$50 for non-members must be completed on the credit card screen to complete submission of your abstract.
- Payment will be displayed as "CTI" on credit card statements.

ATC ABSTRACT EMBARGO POLICY

In compliance with the Securities and Exchange Commission's Regulation FD (Fair Disclosure), the accepted abstracts are made available to the public on the ATC website in advance of the meeting. Thus, the first release of the abstracts is a public release on **May 1, 2024**. Coverage of additional research being presented at the annual meeting is under embargo until the date of presentation.

Academic institutions, private organizations, and companies with products whose value may be influenced by information contained in an abstract may issue a press release to coincide with the availability of an abstract. However, the ATC continues to require that information that goes beyond that contained within the abstract, e.g., discussion of the abstract done as part of a scientific presentation, is to be embargoed until the start of the scientific sessions. Violation of this policy may result in the abstract being withdrawn from the meeting and other measures deemed appropriate.

Journalists failing to abide by the embargo may have their press credentials revoked.