

2012 AACC Annual Meeting & Clinical Laboratory Expo

Abstract Submission Instructions/Information

AACC encourages you to use the Internet to submit your abstract. AACC can not accept abstracts by any other method. Features on the site include:

- Automatic and immediate conversion of your word processing files, allowing you to see the document as it will be sent to reviewers and, if accepted, as it will be published.
- An online tool for creating and inserting tables in your abstract file.
- An improved, streamlined interface that always shows you exactly where you are in the process and what steps you need to complete the submission.
- Immediate confirmation and online status updates.

Abstract Content

Abstracts of papers to be presented at the annual meeting must meet approved standards for scientific validity, quality and consistency and be submitted correctly in order to be accepted. Each properly submitted abstract will be subject to a blind peer review (author name(s) and affiliations(s) are removed from copies provided to the reviewers). Two reviewers with expertise in the appropriate abstract topic will evaluate each abstract. An independent third review is used if the original reviews are not consistent. All abstracts are evaluated by the standards outlined below. **Failure to meet these criteria will lead to rejection of the submitted abstract with no opportunity to resubmit.**

Required Information

Each abstract must include and clearly state:

- The **objective** of the study.
- Sufficient information to demonstrate **relevance** to clinical laboratory medicine.
- Sufficient description of **methodology**.
- **Validation** with sufficient data or other objective evidence to support conclusions. Study validation must be a part of all abstracts. Technical studies should include sufficient analytical data and rigorous statistical analysis. "Non-technical" abstracts, such as those describing educational resources, management tools, process improvement, computer software, etc must include similar or other objective evidence.
- A statement of results and **conclusions**.

Validation Information

Each abstract must include validation information relevant to the study, although this information may vary depending on the type of study and objectives. The following information should be included, when appropriate.

Development or evaluation of a new analytical method or procedure:

- Procedure: specimens, reagents, standards, process
- Measuring range and linearity
- Precision: within-run and total
- Accuracy: comparison with accepted method and/or recovery studies (comparisons should include basic statistical information such as: n, slope, intercept, standard errors of estimates, and range; a concordance matrix may be used for qualitative methods.)
- Interferences and cross-reactivity (should be included if comparable methods exhibit problems with interference or cross-reactivity).

Clinical studies:

- Population: size, description, and eligibility criteria.
- Reference intervals and/or decision limits.
- Diagnostic accuracy (e.g. clinical sensitivity and specificity, likelihood ratios, areas under ROC curves).

Other studies:

- Description of process or product.
- Inputs (e.g. time, dollars, information, other resources).
- Outputs (e.g. outcomes, productivity, effect on inputs).
- Comparison of outcome to original or comparative process/product outcome.
- Statistical analysis, as appropriate.

General Requirements

The following requirements pertain to all submitted abstracts:

- Writing must be clear, concise, and grammatically correct.
- Abstracts and posters may not contain any type of advertising or logos.
- The content must not have been previously published in a copyrighted, peer reviewed journal, such as *Clinical Chemistry*, by any one or more of the submitting authors. This does not apply to previous publication in an AACC local section or division newsletter or publication in conference proceedings that are distributed to conference attendees.
- Relevant technical information cannot be withheld on the grounds that such information is proprietary. Statements such as "results will be discussed" are unacceptable.

Multiple Submissions with Similar Content

Submission of multiple abstracts with similar content may result in the rejection of one or more of the abstracts. Studies of clinically related subjects (e.g. thyroid function tests, geriatric patients) should be combined into a single abstract. Examples of multiple abstracts with similar content are:

- Performance characteristics of multiple analytes on the same analyzer.
- Determination of reference ranges for multiple analytes with the same population and instrument.
- Use of one technique to characterize multiple disease states.
- Use of multiple techniques to characterize a single disease state.

Review Process

- Abstracts are reviewed using a “blind” process.
- Two reviewers review each abstract. If the reviewers disagree, the abstract is sent to a third reviewer. The majority opinion determines the disposition of the abstract.
- The Abstract Review Sub-Committee Chair has the final authority on abstract disposition.

General Information

Deadline!

Abstract Submission:

February 27, 2012, 6 PM New York time

Confirmation

Confirmation, including a temporary number, is provided as the last step of the online submission process.

Correspondence

All correspondence will be directed to the submitting/presenting author via e-mail, including disposition information, scheduling information, and poster preparation guidelines.

Notification

Submitting/presenting authors will receive notification of abstract disposition via e-mail in **LATE April/EARLY May**.

Questions?

Technical Submission Questions: If you have questions about the technical process of sending your abstract over the web, contact Oasis Technical Support via e-mail at support@abstractonline.com, or phone 217-398-1792. (*Hours: 9am-5pm, Central Time*)

Abstract Content Questions: If you have questions about the content of your proposed abstract, contact the Abstract Review **Chairs** **before** submitting your abstract. Abstracts cannot be changed or resubmitted after the submission deadline.

Abstract Review Chairs: **William Clarke, PhD, MBA and Patrick St. Louis, PhD, DipCC**, 1850 K Street, NW, Suite 625, Washington, DC 20006.

E-Mail: meetings@aacc.org

Phone: in the US: 800/892-1400, ext 739; outside the US: 202/857-0717

Fax: 202/835-8739

Registration & General Information Questions: Contact AACC Customer Service, 1850 K Street, NW, Suite 625, Washington, DC 20006, USA.

E-mail: custserv@aacc.org; Phone: in the US: 800/892-1400; outside the US: 202/857-0717; Fax: 202/887-5093

Registration

All poster presenters must register for the Conference and pay the conference required registration fees. You may not present a poster if you have only an Expo Only badge or an Exhibitor badge. Registration material will be available in mid April, 2009 and will be mailed to all AACC members and will be available, online, at www.aacc.org.

H

ow to Prepare & Submit Your Abstract

*All instructions must be completed as directed. Failure to comply with the instructions will lead to rejection prior to being submitted for review of an otherwise acceptable paper. **Do not submit your abstract more than once.***

General Instructions for Abstract Preparation & Format

Prepare the text of your abstract on a word processor. Instructions for format and organization appear below. After saving and proofreading your file, go the AACC abstract submission site to begin the submission process.

Please prepare your abstract on a word processor such as Microsoft Word or WordPerfect. Microsoft Word is the preferred software for this project. WordPerfect, although acceptable, may not be your best solution. Using Microsoft Word will expedite processing of your abstract. While preparing your file, please observe the following guidelines:

- Use a widely available font, such as Times, Helvetica, or Arial.
- Use a font size between 8 and 12
- **Do NOT include the title and author/institution in the abstract file.**
- Do not use hard returns to break lines; use the word wrap feature.
- Please minimize the use of special characters and symbols wherever possible. If you use symbols, use the standard symbol font; do NOT use third party and special (such as WordPerfect) symbol fonts. Please note that you need to indicate TM and ® symbols only upon the first occurrence of a name requiring the designation.

Title

Titles should be in initial upper and lower case. Do not put your title in all capital letters.

Paragraph

- *Single-space all paragraphs.*
- *Never indent a paragraph.*
- *Never insert a blank line in your abstract or between paragraphs*

Length

- Text only abstracts are limited to 500 words
- Abstracts containing one figure (either a graph, chart, or table) are limited to 300 words.
- You may use the word count feature in your word processing system as a general guideline, however, the submission site count will be the final determination.

Figures, Charts, Graphs

- You **must** upload a graphic file separately from the abstract.
- Graphics should be no larger than 3.25" wide by 5.0" high and must be legible at these dimensions.
- Graphics can be accepted in the following formats only: GIF, JPG/JPEG.
- The graphic file should be cropped to eliminate extra white space.

Tables

- Tables should be prepared in a simple format using Word or Excel and should fit within a 3.25" wide column while maintaining legibility.
- Use the Create Table function to create your table
- Tables are limited to 10 columns and 15 rows.

After saving and proofreading your files, go to the AACC abstract submission site to begin the submission process (see below).

Online Submission Instructions (www.aacc.org)

The AACC online site will take you through a series of short forms.

- Point your browser to <http://www.aacc.org>. To take full advantage of the system, please use Netscape 4.73 or better, or Internet Explorer 5.0 or better.
- If you used the AACC online submission site last year, you created a unique login and password for yourself. Please use that same login and password for this year's data. You can retrieve your 2009 login from the current site by using the "Click here if you have forgotten your password" link.
- If you are new to the site, you must first register to obtain a login and password. The login will enable you to return to the site to add another abstract without having to re-enter your transmittal data. You can also use the login and password to check the status of your abstract.
- Follow the instructions provided on each screen.
- After completing the process, you will be able to view the status of your abstract(s), including final disposition and presentation instructions when this information is available.
- If you need help, please direct questions via e-mail to support@abstractsonline.com or contact Oasis Technical Support at 217-398-1792.
- Abstracts **must** be posted on AACC's web site no later than **Monday, February 27, 2012**, at 6pm New York time.

2012 AACC Annual Meeting & Clinical Lab Expo
July 15 – 19, 2012
Los Angeles, CA

Registration materials will be available in mid-April 2012. AACC members will receive materials automatically. Non-members who wish to receive materials may request them from:

AACC Customer Service
1850 K Street, NW, Suite 625
Washington, DC 20006 USA
202/857-0717 (outside the USA)
800/892-1400 (within the USA)
202/887-5093 (fax)
custserv@aacc.org (e-mail)

Information about the meeting, along with registration materials, will also be available and regularly updated on AACC's home page – www.aacc.org.