

Poster Abstract Submission Guidelines for SEASR 2023

All poster abstracts will be reviewed by the SEASR Executive Board (EB).

Authors of abstracts must first register for the 2023 SEASR annual meeting. For more information on registration, please follow guidelines to be announced in the February 2023 newsletter, or visit the SEASR website registration tab: <https://seasr.abrf.org/>

Please read through the following instructions and guidelines thoroughly prior to submitting a poster abstract. **All poster abstracts will be considered for travel awards.**

Things to Remember

- When you log into the abstracts submission portal for the SEASR 2023 annual meeting for the first time, click “Submit Here” and select “Need to create an account?” to set up a user profile. Maintain your login information for future submissions.
- Set up your profile first, then click “Submit Here” on the homepage to enter your abstract information.
- Co-authors will not be set up in the system in advance, if adding co-authors to a submission, you will have to click “add co-author” and enter in their details.
- The first author acknowledges: (1) adherence to the scientific validity of the presentation, and (2) that all reported investigations involving humans and animals has been conducted in conformance with guidelines for experimental procedures as set forth in the World Medical Association Declaration of Helsinki and NIH “Guidelines for the Care and Use of Animals.”
- Complete all the information requested on the Poster Abstracts form. Required fields are noted with red stars.
- Please be sure to review your submission before you hit “Submit.” You will be able to login to edit your Poster Abstract submission after it has been submitted. If you need assistance with a previously submitted poster abstract, please contact oc@seasr.abrf.org.

Poster Abstracts Content & Formatting

All Poster Abstracts should have the following:

- A brief statement of the study’s objective (unless given in the title).
- A brief statement of methods, if pertinent.
- A summary of the results obtained.
- A statement of the conclusions. It is not satisfactory to say “the results will be discussed.”
- You are encouraged to limit your Poster Abstract to no more than 300 words.
- Type or copy and paste your Poster Abstract text into the text field. Copy from a simple text file instead of a word processing document, to avoid problems with hidden formatting characters.
- Use a short, specific title.
- Do Not CAPITALIZE ALL LETTERS IN THE TITLE OR SPEAKER INFORMATION. Use Sentence Format.
- Do Not bold letters in the title, unless necessary.
- Capitalize initial letters of trade names.
- Use standard abbreviations for units of measurement. Other abbreviations should be spelled out in full at first mention, followed by the abbreviation in parentheses. Exceptions: DNA, RNA, etc.
- Please note that Poster Abstracts should only contain text. Do not include tables, graphs or pictures.
- To associate authors and their institutional affiliations, please place number in parenthesis after each author’s name (if more than one author) and the corresponding number before each affiliated institution’s name (if more than one institution).
- Please proofread carefully (Poster Abstracts submitted with errors may be published as submitted). It is suggested that you use a word processing program to assist with checking for grammar and spelling errors, as well as word count.

Award Types:

Applicants can win both poster & travel awards.

1. Travel award - based on poster abstract (up to two awards):
 - a. Awardees will be chosen from the poster abstracts.
 - b. There is no cash value for this award. Awardee will receive reimbursements (**max \$600**) for their eligible travel expenses for 2023 or 2024 SEASR meeting. (See below for eligibility guidelines)
 2. Best poster award - on site judgement (up to two awards):
 - a. Awardees will be chosen from the poster presentation on June 22, 2023.
 - b. The awardee will receive a gift card (\$100).
- **Abstract submission deadline:** May 31st, 2023.
 - **Announcement of the travel award:** June 12th, 2023.
 - **General guidelines:**
 - a. Applicants have to register for SEASR 2023 in order to be considered for the travel awards (Registration is free).
 - b. Sponsors are not eligible for travel or poster awards.
 - c. Travel awards applications will be reviewed by the SEASR Executive Board (EB) and their decision is final.
 - **Eligible travel expenses:** Awardees will receive reimbursements (max \$600) for their eligible travel expenses once the following criteria are met:
 - a. Proof of travel in the form of receipts (e.g., airfare, boarding passes, hotel booking, miles traveled to attend the meeting if using personal vehicle). Scanned copies of receipts and boarding passes are sufficient.
 - b. After the conference, please submit the travel expense report at oc@seasr.abrf.org with "Travel Award Reimbursement-SEASR 2023" as subject line to expedite reimbursement.
 - c. Travel and stay should coincide with the week of SEASR 2023 meeting.
 - d. SEASR can't pre-pay or provide any advances, only reimbursement will be provided.