PES LATE-BREAKING Abstract Submission
Deadline: Monday, March 2nd at 5:00pm Eastern

All late breaking abstracts submitted will undergo review by the program chairs. Abstracts selected for presentation at the PES 2020 Annual Meeting will be assigned for poster presentation only. Decisions on these abstracts will be made as soon as possible. All accepted abstracts will be published on the PES meeting APP. Please note case reports or case series will not be accepted in these submissions.

MEETING REGISTRATION FOR ALL ACCEPTED ABSTRACT SUBMISSIONS:
Authors and presenters will be responsible for their own travel expenses and will be required to register for the 2020 Pediatric Endocrine Society Meeting.

ABSTRACT POLICIES AND PROCEDURES

1. PRIOR PUBLICATION POLICY: Submitted abstracts cannot be identical to those previously presented at a national/international meeting at the time of abstract submission. Submitted abstracts cannot contain data already published at the time of abstract submission. Violators will be subject to abstract withdrawal.

2. PREPARATION OF ABSTRACTS: Abstracts must conform exactly to the instructions provided for electronic submission.

3. CONFLICT OF INTEREST: If the research was partially funded or fully funded by a Proprietary organization (e.g. a pharmaceutical or device manufacturer) a statement to that effect must be included as noted within the online submission program. Example: "This research was funded in part by the XYZ Corporation, Baltimore, MD."

4. COMPLETENESS OF DATA. The abstract should include all study results. We discourage submissions without data.

5. GRADING: Abstracts will be graded anonymously. Authors should be cautious in using institutional references in the body of the abstracts. Do not put author names or affiliations within the abstract title or the abstract body section.

6. ABSTRACT SUBMISSION FEE: There will be a $50 submission fee for each abstract submitted. Revenue collected from abstract submissions will go directly to support travel grants for fellows.

ABSTRACT PORTAL

1. After logging on to the abstract submission portal, it will bring you to your home page where you can start, edit, and submit multiple abstracts. You can begin an abstract at any time, and finish it at a later date, as long as it is submitted prior to the deadline. You will also have the option to upload a table/figure to the abstract in PDF form.

2. Each abstract created will be marked either PENDING or SUBMITTED. An abstract listed as PENDING has not been submitted and can still be edited. However, you will not be able to submit until all required fields are populated. Only then will you be given the option to submit.

Note: Once an abstract is submitted, all correspondence from PES will be sent to the main/first listed author’s email address only.
ABSTRACT PREPARATION

1. ABSTRACT STYLE: Please check your abstract carefully for typographical errors, misspellings, poor hyphenation, etc. They will be glaringly apparent in the published abstract.

2. TITLE: The title should be brief, but long enough to identify clearly the nature of the study. Use upper and lower case.

3. WHY LATE BREAKING? A brief statement as to why this research is late breaking is required.

4. ABSTRACT STRUCTURE: WE RECOMMEND YOU COPY AND PASTE FROM A WORD PROCESSING PROGRAM. The body of the abstract should be organized as follows:
   - A sentence stating the study's objectives.
   - A brief description of methods.
   - A summary of the results.
   - A statement of conclusions reached. Do not state simply the "the results will be discussed."

5. ABBREVIATIONS: 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.

6. DRUG NAMES: Nonproprietary (generic) names in lower case are required the first time a drug is mentioned. Proprietary names are capitalized, e.g. furosemide (Lasix). Abstracts must be prepared according to the guidelines for submission. Those not conforming to the required format may be rejected.

TIPS FOR SUCCESSFUL RESEARCH ABSTRACTS

For the research abstracts/plenary sessions:

1. The abstract should report on research, not simply describe a program that has been implemented without any evaluation of its feasibility or effectiveness;

2. The abstract should include all results: abstracts that include an investigator's intentions to present findings from data that will be collected or analyzed at a later time are not considered;

3. The Results section of an abstract needs to provide statistics. Describing findings in general terms, such as Group X had "higher scores" or "improved more" than Group Y or that variables A & B were "significantly related" is not helpful to the reviewer or the audience. The text should include statistics that indicate the type and magnitude of these effects such as means and standard deviations, percentages, odds ratios, correlations, regression estimates, etc., as appropriate to your analyses. Showing p values alone is not sufficient. Reviewers use these to decide if the reported findings are meaningful and to help determine whether any nonsignificant results might really be due to lack of power when the sample size is small.

4. Remember, negative findings can be important as well. Please consider this when submitting good, solid research abstracts.

Acceptance of Policy (this is a required field)

I affirm that this abstract meets all the requirements stated in this program, that I accept the PES meeting abstract policies and procedures as detailed in this program and that authors are familiar with presented data.

It is expected that all research has received IRB permission at the host institution. If your institution exempts certain types of research, we would suggest that you obtain a letter verifying the exemption for your study (please indicate in the appropriate area within the program and we will contact you for the letter of exemption). Research completed without IRB review or exemption in writing will not be accepted or published.
TIPS FOR ONLINE SUBMISSION

This section contains helpful 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.

- After login, click the “Create new abstract” to begin the abstract submission process.
- You can log off at any time without submitting your abstract and return to continue your work at another time. As long as you have not formally submitted the abstract (by clicking on the “Complete Abstract Submission”), it can be edited and revised online as many times as you want. If you give your username and password to another person (presumably a co-author), that person can access the abstract and make changes or complete it.
- The abstract review process utilizes a blind grading system and demographic information collected from the corresponding author will not be considered in the review process.
- The abstract is to be typed or cut and pasted directly into the space provided on the submission form. Do not include the title of the abstract or the author(s) name in the body of the abstract. The maximum character limit accepted for the body of the abstract is 2,500 and this includes spaces. The word count total will be displayed on the bottom of the Abstract main page for your reference. We recommend that you cut and paste your abstract from a word processing program once you are sure there are no errors.
- Verify that your abstract is correct by clicking Preview Abstract.

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Poster Presentation Guidelines & Information

The allotted poster-board area for your poster is MAX 4’ high and 4’ wide.

**Tips for Poster Presentations**

- Posters should be readable by viewers five feet away. The message should be clear and understandable without oral explanation. The following guidelines have been prepared to help improve the effectiveness of poster communication.

1. **Initial Sketch** - Plan your poster early. Focus your attention on a few key points. Try various styles of data presentation to achieve clarity and simplicity. Does the use of color help? What needs to be expressed in words? Suggest headlines and text topics.

2. **Rough Layout** - Enlarge your best initial sketch, keeping the dimensions in proportion to the final poster. Ideally, the rough layout should be full size. A blackboard is a convenient place to work. Print the title and headlines. Indicate text by horizontal lines. Draw rough graphs and tables. This will give you a good idea of proportions and balance. If you are working with an artist, show him or her the poster layout. Ask associates for comments. This is still an experimental stage.

3. **Final Layout** – Once the artwork is complete and the text and tables are typed, but not necessarily enlarged to full size. Now ask, is the message clear? Do the important points stand out? Is there a balance between words and illustrations? Is there spatial balance? Is the pathway through the poster clear?

4. **Balance** - The figures and tables should cover slightly more than 50% of the poster area. If you have only a few illustrations, make them large. Do not omit the text, but keep it brief. The poster should be understandable without oral explanation.

5. **Topography** - Avoid abbreviations, acronyms, and jargon. Use a consistent font throughout. An 81/2" x 11" sheet of paper photostatically enlarged 50% makes the text readable from five feet.

6. **Eye Movement** - The movement (pathway) of the eye over the poster should be natural, down the columns or along the rows. Size attracts attention. Arrows, pointing hands, numbers, and letters can help clarify the sequence.

7. **Simplicity** - Resist the temptation to overload the poster. More material may mean less communication.